

# Title 132Z WAC

## COMMUNITY COLLEGES—CASCADIA COMMUNITY COLLEGE

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### Chapter 132Z-104 WAC BOARD OF TRUSTEES

#### WAC

132Z-104-010	Time and place of board meetings.
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**WAC 132Z-104-010 Time and place of board meetings.** The board of trustees shall hold one regular meeting on the third Wednesday of each month and such special meetings as may be requested by the chair of the board or by a majority of the members of the board and announced in accordance with law.

Place and time will be published annually with the code revisers office.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-104-010, filed 2/17/05, effective 3/20/05. Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-104-010, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-104-020 Request for items to be placed on board agenda.** Anyone, other than a board member or a representative of the president's office wishing an item placed on the agenda of a board meeting, must have a written request in the office of the board secretary no later than twelve o'clock noon fourteen business days before the next scheduled meeting of the board. The secretary will relate the request to the chair of the board as soon as feasible. The chair will determine whether the item is to be placed on the agenda. The chair or designee will notify the individual initiating the request as to whether or not the item will be placed on the agenda.

(2007 Ed.)

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-104-020, filed 7/2/96, effective 8/2/96.]

### **WAC 132Z-104-030 Delegation to district president.**

The board of trustees delegates to the district president its authority and responsibility to administer Cascadia Community College District 30 in accordance with laws, policies, and rules approved by the board of trustees. At the operational level, the president has final administrative authority over all matters affecting the college district.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-104-030, filed 7/2/96, effective 8/2/96.]

### Chapter 132Z-108 WAC PRACTICE AND PROCEDURE

#### WAC

132Z-108-010	Adoption of model rules of procedure.
132Z-108-020	Appointment of presiding officers.
132Z-108-030	Method of recording.
132Z-108-040	Application for adjudicative proceeding.
132Z-108-050	Brief adjudicative procedures.
132Z-108-060	Discovery.
132Z-108-070	Procedure for closing parts of the hearings.
132Z-108-080	Recording devices.

**WAC 132Z-108-010 Adoption of model rules of procedure.** The model rules of procedure adopted by the chief administrative law judge pursuant to RCW 34.05.250 are adopted for use at this college. Those rules may be found in chapter 10-08 WAC. Other procedural rules adopted in this title are supplementary to the model rules of procedure. In the case of a conflict between the model rules of procedure and procedural rules previously adopted by this college, the model rules prevail.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-010, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-108-020 Appointment of presiding officers.** The president or designee shall designate a presiding officer for an adjudicative proceeding. The presiding officer shall be an administrative law judge, a member in good standing of the Washington State Bar Association, a panel of individuals, the president or designee, or any combination of the above. Where more than one individual is designated to be the presiding officer, the president or designee shall designate one person to make decisions concerning discovery, closure, means of recording adjudicative proceedings, and similar matters.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-020, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-108-030 Method of recording.** Proceedings shall be recorded by a method determined by the president.

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ing officer, among those available under the model rules of procedure.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-030, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-108-040 Application for adjudicative proceeding.** An application for adjudicative proceeding shall be in writing. An application shall include the signature of the applicant, the nature of the matter for which an adjudicative proceeding is sought, and an explanation of the facts involved.

Application forms are available at the following address:

Cascadia Community College  
18345 Campus Way N.E.  
Bothell, WA 98011

Written application for an adjudicative proceeding should be submitted to the above address within twenty calendar days of the agency action giving rise to the application, unless provided for otherwise by statute or rule.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-108-040, filed 2/17/05, effective 3/20/05. Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-040, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-108-050 Brief adjudicative procedures.** This rule is adopted in accordance with RCW 34.05.482 through 34.05.494, the provisions of which are adopted by reference. Brief adjudicative procedures shall be used in all matters related to:

- (1) Residency determinations;
- (2) Challenges to contents of education records;
- (3) Student conduct proceedings;
- (4) Parking violations;
- (5) Outstanding debts owed by students or employees;
- (6) Loss of eligibility for participation in college-sponsored events.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-050, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-108-060 Discovery.** Discovery in adjudicative proceedings may be permitted at the discretion of the presiding officer. In permitting discovery, the presiding officer shall refer to the civil rules of procedure. The presiding officer may control the frequency and nature of discovery permitted, and order discovery conferences to discuss discovery issues.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-060, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-108-070 Procedure for closing parts of the hearings.** Any party may apply for a protective order to close part of a hearing. The party making the request shall state the reasons for making the application to the presiding officer. If the other party opposes the request, a written response to the request shall be made within ten working days of the request to the presiding officer. The presiding officer shall determine which, if any, parts of the proceeding shall be closed, and state the reasons in writing within twenty working days of receiving the request.

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[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-070, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-108-080 Recording devices.** No cameras or recording devices are allowed in those parts of proceedings that the presiding officer has determined shall be closed under WAC 132Z-108-070, except for the method of official recording selected by the college.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-108-080, filed 7/2/96, effective 8/2/96.]

## Chapter 132Z-112 WAC

### STUDENT RIGHTS AND RESPONSIBILITIES

#### WAC

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**WAC 132Z-112-010 Values pursuant to student rights and responsibilities.** Cascadia Community College, a state supported institution of higher education is a learning-centered college, maintained for the purpose of providing all learners knowledge and skills for the achievement of their academic, professional, technical, and personal goals. As a public institution of higher education, the college also exists to provide students with the capacity for critical judgment and an independent search for truth toward both optimal individual development and the well being of the entire learning community.

Inherent in the college's mission, vision, and goals are certain rights and freedoms which provide to students the support and respect needed for learning and personal development. Admission to Cascadia Community College provides these rights to students but also assumes that students accept the responsibility to conduct themselves in a manner that does not interfere with the purposes of the college in providing education for all of its learners.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-112-010, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-112-010, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-112-020 Freedom of inquiry and expression.** As a public institution of higher education in the state of Washington, Cascadia Community College recognizes and supports the following principles regarding freedom of expression.

Individual freedom of expression is a fundamental tenet of any free and democratic society.

Freedom of expression shall be interpreted to include all forms of written and oral expression, and all forms of dramatic and artistic expression.

The college is dedicated to upholding the individual freedom of expression as it is protected by the First Amendment

to the Constitution of the United States and that no act shall be undertaken by the college to abridge that freedom.

As an institution dedicated to freedom of thought and expression, the college shall support expression of divergent viewpoints in order to foster broad-mindedness and a willingness to learn from others.

In keeping with these principles and the college's right to place reasonable restraints on the time, place and manner of expression, the college shall observe the following general guidelines and appropriate general procedures to ensure the responsible exercise of freedom of expression.

(1) **Freedom of expression.** It is the right of any member of the college community to express any point of view and to be free from harassment in such expression. It is the responsibility of those expressing opinions to respect the rights and property of others, to refrain from disrupting the normal operations of the college and to maintain lawful conduct.

The right of free speech and expression does not include activity that may endanger the safety of any member of this college community or visitors, or damage any of the facilities. Moreover, modes of expression (including electronic transmissions) that are unlawful or indecent or that are grossly offensive on matters such as race, color, national and ethnic origin, religion, sexual orientation, gender, age, disability, or veteran status are inconsistent with accepted norms of conduct of the college and are subject to the sanctions described in the Code of student conduct and disciplinary procedures (chapter 132Z-115 WAC).

(2) **Sponsoring organizations.** It is the right of all recognized college organizations and units to sponsor lecturers, entertainers, or exhibitions of their choice as approved by the college. It is the responsibility of the sponsoring organization or unit to make adequate preparation as deemed necessary by the college for the orderly conduct of such events.

(3) **Campus speakers.** Student organizations officially recognized by the college may invite speakers to the campus to address their own membership and other interested students and employees if suitable space is available and there is no interference with the regularly scheduled program of the college. Although properly allowed by the college, the appearance of such speakers on the campus implies neither approval nor disapproval of them or their viewpoints. In the case of speakers who are candidates for political office, equal opportunities shall be available to opposing candidates if desired by them. Political candidates seeking to use facilities to discuss campaign issues with nonstudents shall pay normal facility rental fees. Speakers are subject to the normal considerations for law and order and to the specific limitations imposed by the state constitution, which prohibits state support for religious worship, exercise or instruction.

In order to ensure an atmosphere of open exchange and to ensure that the educational objectives of the college are not obscured, the president, in a case attended by strong emotional feeling, may prescribe conditions for the conduct of the meeting, such as requiring that a designated member of the faculty serve as chair, or requiring permission for comments and questions from the floor. Likewise, the president may encourage the appearance of one or more additional speakers at any meeting or at a subsequent meeting so that other points of view may be expressed. The president may designate rep-

resentatives to recommend conditions such as time, manner, and place for the conduct of particular meetings.

(4) **Audiences.** It is the right of all members of the college community to attend any public event sponsored by any recognized campus organization or unit, once applicable admission fees have been paid. It is the responsibility of all who attend such events to respect the rights and property of others.

(5) **Facilities.** It is the right of any recognized campus organization or unit to schedule the use of appropriate college facilities free from discrimination on the basis of viewpoints to be expressed at the event; it is the responsibility of such an organization or unit to provide sufficient evidence to the college administration that adequate provision has been made for the health, safety and welfare of the general public.

(6) **Distribution of information.** Handbills, leaflets, newspapers and similar materials may be sold or distributed free of charge by any student or students, or by members of recognized student organizations, or by college employees during their off-work hours on or in college facilities at locations specifically designated by the director of communications and marketing provided such distribution or sale does not interfere with the ingress or egress of persons or interfere with the free flow of vehicular or pedestrian traffic.

Such handbills, leaflets, newspapers and related matter must bear identification as to the publishing agency and distributing organization or individual.

All nonstudents shall register with the director of communications and marketing prior to the distribution of any handbill, leaflet, newspaper or related matter. Such distribution or sale must not interfere with the free flow of vehicular or pedestrian traffic.

Any person or persons who violates these provisions will be subject to disciplinary action.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-112-020, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-112-020, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-112-030 Student records—Family educational rights and privacy.** Cascadia Community College implements this policy in compliance with the Family Educational Rights and Privacy Act (20 U.S.C. & 1232g) and its implementing regulation (34 C.F.R. § 99). The act requires Cascadia Community College to provide students with access to their own education records, to permit students to challenge their records on the grounds that they are inaccurate, misleading, or otherwise in violation of the student's privacy or other right, to obtain written consent before releasing certain information and to notify the student of these rights.

(1) **Definitions.** For the purposes of this policy, the following definitions of terms apply:

(a) "Student" means any individual who is or has been in attendance at Cascadia Community College and for whom the college maintains education records.

(b) "Education records" are defined as those records, files and documents (in handwriting, print, tapes, film, microfiche or other medium) maintained by Cascadia Community College, which contain information directly related to the individual student. Education records include only the following:

(i) Records pertaining to admission, advisement, registration, grading, and progress toward a degree.

(ii) Assessment information used for advisement purposes.

(iii) Information concerning payment of fees.

(iv) Financial aid information.

(v) Information regarding students participating in student government or athletics.

(c) "Directory Information" means the student's name, address, telephone number, date and place of birth, major field of study, eligibility for and participation in officially recognized activities, organizations, and sports, weight and height of members of athletic teams, dates of attendance, honor roll, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Directory information may be disclosed at the discretion of the college and without the consent of the student unless he or she elects to prevent disclosure as provided for in this chapter.

(d) "Written consent" means a written authorization for disclosure of student education records which:

(i) Is signed;

(ii) Is dated;

(iii) Specifies the records to be disclosed; and

(iv) Specifies to whom disclosure is authorized.

(e) "Personally identifiable" means data or information which includes: The name of the student, the student's parent(s), or other family members; a personal identifier such as the student's Social Security number or student number; or a list of personal characteristics which would make the student's identity easily traceable.

(2) Annual notification of rights. Cascadia Community College will notify students of their rights under the Family Educational Rights and Privacy Act of 1974 by publication in the college catalog and schedule of classes. The college shall make available upon request a copy of the policy governing release of student records.

(3) Procedure to inspect education records.

(a) Students may inspect and review their education records upon request to the vice-president for student success.

(b) Students must submit to the vice-president a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

(c) The vice-president for student success or designee will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within forty-five days or less from the receipt of the request.

(4) Disclosure of education records.

(a) In addition to "directory information," the college may, at its discretion, make disclosures from education records of students to the following listed parties:

(i) College officials, including administrative, clerical staff and faculty. Access or release of records to the above is permissible only when the information is required for advisement, counseling, recordkeeping, reporting, or other legitimate educational interest consistent with their specific duties and responsibilities;

(ii) Officials of another school in which the student seeks or intends to enroll;

(iii) Authorized federal, state, or local officials as required by law;

(iv) Authorized parties in connection with financial aid for which the student has applied or received;

(v) Appropriate parties in a health or safety emergency;

(vi) Accrediting organizations to carry out their functions; and

(vii) To comply with a judicial order or a lawfully issued subpoena.

(b) The college shall not permit access to or the release of education records or personally identifiable information contained therein, other than "directory information," without the written consent of the student, to any party other than the above.

(c) Education records released to third parties shall be accompanied by a statement indicating that the information cannot be subsequently released in a personally identifiable form to other parties without obtaining the consent of the student. The college is not precluded from permitting third-party disclosure to other parties listed in (a)(i) through (vii) of this subsection.

(5) Limits on rights to review and inspect and obtain copies of education records.

(a) When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

(b) Cascadia Community College reserves the right to refuse to permit a student to inspect the following records:

(i) The financial statement of the student's parents;

(ii) Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975;

(iii) Records connected with an application to attend Cascadia Community College if that application was denied; and

(iv) Those records which are excluded from the Federal Rights and Privacy Act definition of education records.

(c) Cascadia Community College reserves the right to deny transcripts or copies of records not required to be made available by the Federal Educational Rights and Privacy Act in any of the following situations:

(i) The student has an unpaid financial obligation to the college;

(ii) There is an unresolved disciplinary action against the student.

(6) Record of request and disclosures.

(a) The college shall maintain a record of requests for and disclosures of personally identifiable information in the education records of each student. The record maintained under this section shall be available for inspection and review.

(b) The college shall maintain the record with the education records of the student as long as the records are maintained.

(c) The disclosure record must include:

(i) The names of parties who have received personally identifiable information;

(ii) The interest the parties had in requesting or obtaining the information; and

(iii) The names and interests of additional parties to which the reviewing educational agency or institution may disclose or redisclose the information.

(d) The following parties may inspect the record of requests and disclosures relating to a student:

- (i) The student;
- (ii) The college officials who are responsible for the custody of the records; and
- (iii) Persons authorized to audit the recordkeeping procedures of the college.

(e) The college is not required to maintain a record if the request was from, or the disclosure was to:

- (i) The student;
- (ii) A school official;
- (iii) A party with written consent from the student; or
- (iv) A party seeking directory information.

(7) Disclosure of directory information. Directory information may be disclosed at the discretion of the college and without the consent of the student unless the student elects to prevent disclosure by filing a written request to prevent disclosure. The request continues in effect according to its terms unless it is revoked in writing by the student.

(8) Requests for corrections, hearings, adding statements to education records. Students have the right to request to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

(a) A student must submit a written request to amend his or her education record to the vice-president for student success or designee. The request must identify the part of the record he/she wants changed and specify why the record is believed to be inaccurate, misleading or in violation of his or her privacy or other rights.

(b) The vice-president for student success or designee will forward the request to the appropriate college official for determination.

(c) A student whose request for amendment of his or her education record has been denied may request a hearing by submitting a written request to the vice-president for student success within ten days following the denial. The written request must be signed by the student and shall indicate the reasons why the records should be amended. The vice-president for student success or designee shall convene a hearing to include the student and the appropriate college official, and shall notify the student of the hearing within thirty days after receipt of a properly filed request. In no case will the notification be less than ten days in advance of the date, time and place of the hearing.

(d) The hearing shall be a brief adjudicative proceeding as provided in RCW 34.05.482 and 34.05.485 through RCW 34.05.494 and shall be conducted by the vice-president for student success or designee. At the hearing, the student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records.

(e) The vice-president for student success or designee will prepare a written decision, within thirty days after the conclusion of the hearing, based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. A copy of the decision shall be made available to the student.

(f) If the vice-president for student success or designee decides the information is inaccurate, misleading, or in violation of the student's right of privacy, the custodian of the record will amend the record and notify the student, in writing, that the record has been amended.

(g) If the vice-president for student success or designee decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, he/she will notify the student in writing that the student has a right to place in the record a rebuttal statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

(h) The student's rebuttal statement will be maintained as part of the student's education records as long as the contested portion is maintained. If the contested portion of the education record is disclosed, the statement will also be disclosed.

(9) Fees for copies. Copies of student records shall be made at the expense of the requesting party at actual cost for copying as posted at the admissions/records office.

(10) Waiver. A student may waive any of his or her rights under this chapter by submitting a written, signed, and dated waiver to the office of the vice-president for student success. Such a waiver shall be specific as to the records and persons or institutions covered. A waiver continues in effect according to its terms unless revoked in writing which is signed and dated.

(11) Type and location of education records.

<b>Types</b>	<b>Custodian</b>
Admission records	Vice-president for student success or designee
Cumulative academic records, testing records, registration and payment of tuition records	Vice-president for student success or designee
Student government	Vice-president for student learning or designee
Participation records in student government	Vice-president for student learning or designee
Financial aid records	Vice-president for student success or designee
Student employment records	Director of human resources
Athletic participation records	Vice-president for student success or designee

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-112-030, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-112-030, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-112-040 Financial assistance for students—Scholarships.** Detailed information concerning the criteria, eligibility, procedures for application, and other information regarding scholarships at Cascadia Community College is located in the office of student financial services on the Cascadia Community College campus.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-112-040, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-112-040, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-112-050 Financial assistance for students—Financial aid.** Federal, state, and private financial aid applications and information may be obtained at the following address:

Student Financial Services Office  
Cascadia Community College  
18345 Campus Way N.E.  
Bothell, WA 98011

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-112-050, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-112-050, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-112-060 Student rights.** Cascadia Community College endorses the following rights for each student within the limitations of statutory law and college policy, which are deemed necessary to achieve the mission, values and learning outcomes of the college.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-112-060, filed 2/17/05, effective 3/20/05.]

**WAC 132Z-112-070 Academic freedom.** Students are guaranteed rights of free inquiry, expression and peaceful assembly upon and within college facilities that are generally open and available to the public.

Students are free to pursue appropriate learning objectives from among the college's curricula, programs and services, subject to the limitations of RCW 28B.50.090 (3)(b).

Students have the right to a learning environment, which is free from unlawful discrimination and sexual harassment.

Students are protected from academic evaluation, which is arbitrary, prejudice or capricious, and are responsible for meeting the standards of academic performance established by each of their instructors.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-112-070, filed 2/17/05, effective 3/20/05.]

**WAC 132Z-112-080 Nondiscrimination.** Students have the right not to be discriminated against on the basis of age, color, creed, disability, gender, marital status, national origin or ancestry, race, religion, sexual orientation or veteran status.

Students who believe they have been discriminated against are encouraged to follow the Cascadia conflict resolution procedure described herein.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-112-080, filed 2/17/05, effective 3/20/05.]

**WAC 132Z-112-090 Due process.** Students have the right to due process. No disciplinary action may be imposed without notice to the accused of the nature of the charges. A student accused of violating code of conduct is entitled to procedural due process as set forth in these provisions.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-112-090, filed 2/17/05, effective 3/20/05.]

**WAC 132Z-112-100 Right of assembly.** Students have the right of assembly upon college facilities that are generally available to the public provided such assemblies:

- (1) Are conducted in an orderly manner;

- (2) Do not unreasonably interfere with vehicular or pedestrian traffic;

- (3) Do not unreasonably interfere with classes, scheduled meetings or ceremonies, or regular functions of the college;

- (4) Do not cause destruction or damage to college property.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-112-100, filed 2/17/05, effective 3/20/05.]

**WAC 132Z-112-110 Conflict resolution.** Students have the right to express and resolve misunderstandings, alleged violation of a college policy, procedure or regulation or alleged inequitable treatment, or retaliation according to the stated conflict resolution procedures set forth in these provisions.

Conflict resolution procedure.

The purpose of the student conflict resolution procedure is to provide each student with an informal or formal option to express and resolve any misunderstanding and to address the perception of unfair treatment by a faculty member, or member of the college staff. First, the student may follow an informal procedure. Second, if the informal procedure does not resolve the issue/concern, the student may initiate a formal procedure and request a hearing before the conflict resolution council.

The student may waive his or her right to have the matter resolved informally. In either case, the student must initiate proceedings with the college within twenty days of the occurrence which gave rise to the concern/issue. The conflict resolution procedure promotes constructive dialogue and understanding. Most concerns/issues are resolved by direct, courteous and respectful communication.

Concerns/issues excluded: Students may not use this process for resolving disciplinary outcomes of summary suspension or other disciplinary procedures; grade appeals; for challenging federal and state laws; or those rules and regulations, policies and procedures adopted by the college, and/or the state board for community and technical colleges.

Students should follow the following conflict resolution procedure to resolve concerns/issues as described in the purpose section:

Informal conflict resolution procedure.

A student who believes a college faculty or staff member has treated him or her unfairly or has a concern/issue shall first discuss it directly with the individual. The purpose of this discussion should be to clarify the perceived concern/issue and request specific action.

If the concern/issue is not resolved or if the student is apprehensive about talking directly with the staff or faculty member involved, the student may request an appointment with the appropriate dean for student learning for issues relating to classroom instruction, or administrator or designee for issues relating to staff. The dean or administrator may act as a mediator to resolve the concern/issue in a prompt and fair manner.

Formal conflict resolution procedure.

(1) In the event resolution is not achieved through the informal procedure, the student may initiate a formal procedure by writing a letter to the appropriate dean for student learning for issues related to classroom instruction or the

appropriate unit administrator or designee for issues related to staff within twenty working days after the incident. The letter must include a:

- Detailed description of the issue/concern, including dates and times;
- Summary of the actions taken by the student to resolve the concern/issue; and
- Proposed solution.

(2) The appropriate unit administrator or designee shall attempt to resolve the concern/issue by:

Serving as an intermediary between the student and the faculty or staff member and after a review of the facts of the situation and talking with the appropriate faculty or staff involved, the unit administrator or designee will decide how to best resolve the issue/concern promptly and fairly.

The unit administrator or designee handling the case will notify the student in writing of the decision within ten working days.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-112-110, filed 2/17/05, effective 3/20/05.]

**WAC 132Z-112-120 Student responsibilities.** Students who choose to attend Cascadia Community College also choose to actively participate in the learning process offered by the college. The college is responsible for providing an educational environment rich in the high quality resources needed by students to attain their learning outcomes and achieve their educational goals. In return, the college has the expectation that each student will assume the responsibility to:

- Become knowledgeable of the college's mission, values and vision; adhere to policies, practices, procedures, and rules of the college and its departments;
- Practice personal and academic integrity;
- Respect the dignity, rights and property of all persons;
- Strive to learn from difference in people, ideas and opinions;
- Participate actively in the learning process, both in and out of the classroom;
- Participate actively in the advising process;
- Refrain from and discourage behaviors that undermine the respect all Cascadia community members deserve;
- Abide by the standards set forth in the student right and responsibilities.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-112-120, filed 2/17/05, effective 3/20/05.]

## Chapter 132Z-115 WAC CODE OF STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

### WAC

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**WAC 132Z-115-005 Student code of conduct.** Introduction and overview.

Admission to Cascadia Community College carries with it the expectation that students will conduct themselves as responsible members of the college community. Cascadia has adopted policies governing student conduct, including disciplinary procedures and procedures for resolving conflicts related to student discipline. The student conduct system is designed to protect the rights of each individual to support the community values and to assist students in conducting themselves as responsible members of the college community.

Students are strongly encouraged to become familiar with the code of conduct to enhance understanding of disciplinary procedures and appeal processes. Violations of the code of conduct are treated seriously and may result in disciplinary actions that may include suspension and/or dismissal. Details of the disciplinary process are provided in the sections that follow and students should read those sections carefully. To assist in understanding the process, the following overview is provided:

Violation or alleged violation of code of conduct.

- If a student is found to have violated, or alleged to have violated, the college's code of conduct, the matter is normally referred to the vice-president for student success or designee. In some cases, a matter will not be referred to the vice-president if another staff member has successfully addressed the violation with the student in question.

- If a matter is referred to the vice-president or designee, he/she investigates the allegation, meets with the student, and makes a determination about the validity of the complaint and the severity of the offense. The vice-president may dismiss the charge or impose a sanction which may result in a warning, reprimand, probation, suspension, summary suspension or expulsion.

Appeals process.

- If a student wishes to appeal the decision of the vice-president or designee, he/she must submit a written request for an appeal within ten calendar days of the notice of the disciplinary action.

- Appeals are heard by the conflict resolution council (CRC), a body consisting of one administrator, one faculty member, and one student. The CRC will arrange for a hearing as soon as possible. Students may bring witnesses to this hearing.

- After hearing the appeal, the CRC makes a recommendation to the college president. The president may uphold the recommendation of the CRC or change the decision. The president's decision is not subject to appeal.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-005, filed 2/17/05, effective 3/20/05.]

**WAC 132Z-115-010 Purpose of the disciplinary system.** Participating in a community requires that individuals depend upon the knowledge, integrity, and decency of others. In turn, the best communities help individuals mold habits and values that will enable them to achieve the highest personal satisfaction, including the satisfaction associated with helping to create a better global community. Cascadia Community College is maintained by the state of Washington for the provision of programs of instruction in higher education and related community services. Like any other institution having its own special purposes, the college must maintain conditions conducive to the effective performance of its functions. Consequently, it has special expectations regarding the conduct of the various participants in the college community.

This *Code of Student Conduct* protects the college's commitment to excellence and equity, and affirms institutional values.

The student conduct system was created to protect the rights of each individual, to support the community values and to assist students in modifying their behavior to become responsible members of the community. Admission to the college carries with it the expectation that the student will obey appropriate laws, will comply with the rules of the college and its departments, and will maintain a high standard of integrity and honesty. If a student does not accept her/his responsibilities within the college community, corrective action must be taken. This is accomplished through an educational process, with the goal of providing a learning environment where students can grow and learn respect for others, to understand how their behaviors affect the community and to change inappropriate behaviors. Sanctions for violations of college rules or conduct that interferes with the operation of college affairs will be dealt with by the college. In the case of minors, misconduct may be referred to parents or legal guardians.

Students registered via the Washington on-line virtual campus will follow the policies and procedures that govern student conduct, disciplinary policies and procedures for resolving conflicts regarding student conduct which are in place at the enrolling college. Washington on-line virtual campus students are responsible for being familiar with the student rights and responsibilities and code of conduct at the enrolling college(s).

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-010, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-010, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-020 Jurisdiction and authority for student discipline.** All rules in this chapter concerning student rights and responsibilities, conduct and discipline apply to every student enrolled at the college whenever the student is engaged in or present at a college-related activity whether occurring on or off college facilities, and to an enrolled student whose behavior is detrimental to the college wherever occurring.

The board of trustees, acting pursuant to RCW 28B.50.140(14), has delegated by written order to the president of the college the authority to administer disciplinary action. Pursuant to this authority, the president, or designee, shall be responsible for the administration of the disciplinary

procedures provided for herein. However, all disciplinary action in which there is a recommendation that a student be suspended shall be reviewed by the president or his/her designee.

Jurisdiction and authority for discipline of students registered through the Washington on-line virtual campus will rest with the enrolling college; however, administrators and faculty of the teaching college and/or Washington on-line virtual campus staff may be included in investigations prior to final decisions regarding a discipline situation. All appeals will be handled according to the policies of the enrolling college.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-020, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-020, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-030 Student participation.** Students will participate in college matters pursuant to these procedures.

[Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-030, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-040 Demand for identification.** For the purpose of determining whether probable cause exists for the application of any section of this code to any behavior by any person on a college facility, any college personnel or other authorized personnel may demand that any person on college facilities produce evidence of student enrollment at the college by tender of that person's student identification card.

[Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-040, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-050 Free movement on campus.** The president or designee is authorized in the instance of any event that he or she deems impedes the movement of persons or vehicles or which he/she deems to disrupt the ingress or egress of persons from the college facilities, to prohibit the entry of, or withdraw the license of, or privileges of, a person or persons or any group of persons to enter onto or remain upon any portion of the college facility.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-050, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-050, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-060 Standards of classroom behavior.** (1) Admission to Cascadia Community College carries with it the presumption that students will conduct themselves with high standards of academic honesty and integrity.

Hallmarks of academic integrity include:

Submitting work that reflects original thoughts and ideas;

Clearly citing other people's work when using it to inform your own;

Seeking permission to use other people's creative work;

Fully contributing to group work and projects.

Students who choose not to uphold the hallmarks of integrity are therefore considered engaging in academic dishonesty.



Academic dishonesty is defined as any act of course-related dishonesty including, but not limited to, cheating or plagiarism.

(a) Cheating includes, but is not limited to, using, or attempting to use, any material, assistance, or source which has not been authorized by the instructor to satisfy any expectation or requirements in an instructional course, or obtaining, without authorization, test questions or answers or other academic material that belong to another.

(b) Plagiarism includes, but is not limited to, using another person's ideas, words or other work in an instructional course without properly crediting that person.

(c) Academic dishonesty also includes, but is not limited to, submitting in an instructional course either information that is known to be false (while concealing that falsity) or work that is substantially the same as that previously submitted in another course (without the current instructor's approval).

(d) Academic dishonesty also includes taking credit for the work of others when working in groups or otherwise.

Any act of cheating and/or plagiarism is strictly prohibited and will be subject to disciplinary action. Where suspected violations of the academic honesty policy occur, appropriate procedures are designed to protect the academic process and integrity while ensuring due process. Students are expected to adhere to guidelines on academic honesty as stated by individual instructors in their course syllabi, provided those guidelines do not contradict policies and procedures established in the student code of conduct. All documented violations of the academic honesty policy will be reported to the vice-president for student success, who shall maintain a record of violations. Students who violate the academic honesty policy twice will be placed on disciplinary probation. Students who violate the academic honesty policy subsequently (a third time) will be placed on disciplinary suspension.

(2) Classroom conduct: Instructors have the authority to take whatever summary actions may be necessary to maintain order and proper conduct in the classroom and to maintain the effective cooperation of the class in fulfilling the objectives of the course.

(a) Any student who, by any act of misconduct, substantially disrupts any college class by engaging in any conduct that renders it difficult or impossible to maintain the decorum of the faculty member's class shall be subject to disciplinary action.

(b) The instructor of each course offered by the college is authorized to take such steps as may be necessary to preserve order and to maintain the effective cooperation of the class in fulfilling the objectives of the course; provided that a student shall have the right to appeal such disciplinary action to the vice-president for student success; provided further that, in the event a student appeals to the vice-president for student success the decision by the instructor to remove a student from a single class session, the decision of the vice-president on the appeal shall be final and not subject to appeal to the conflict resolution council.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903, 05-06-003, § 132Z-115-060, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140, 00-20-037, § 132Z-115-060, filed 9/28/00, effective 10/29/00.]

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**WAC 132Z-115-070 Violations of law and college regulations.** Students may be accountable both to civil authorities and to the college for acts that constitute violations of law and of this code. Disciplinary action at the college will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

[Statutory Authority: RCW 28B.50.140, 00-20-037, § 132Z-115-070, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-080 Definitions.** The definitions set forth in this section shall apply throughout this chapter. The following words and phrases shall mean:

(1) "Academic dishonesty" means any course-related dishonesty including, but not limited to, cheating or plagiarism.

(2) "Aggravated violation" means a violation that resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.

(3) "Assembly" means any activity engaged in by two or more persons the object of which is to gain publicity, advocate a view, petition for a cause, or disseminate information to any persons or group of persons.

(4) "Board of trustees" means the five member trustees of Cascadia Community College appointed by the governor of the state of Washington, District No. 30.

(5) "College" means Cascadia Community College which includes the main campus, off-campus classes, and all of its areas, elements, and programs.

(6) "College community" means all college employees designated as members of the administration by the board of trustees and students.

(7) "College facilities or premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college, including all appurtenances affixed thereon or attached thereto.

(8) "College president" means the chief executive officer of the college appointed by the board of trustees.

(9) "Controlled substances" means the definition of controlled substances as defined in RCW 69.50.201 as now law or hereafter amended.

(10) "Disciplinary action" means an oral or written warning, reprimand, probation, summary suspension, suspension and/or expulsion, of a student for the violation of a rule adopted under this policy.

(11) "Disciplinary official" means the president, Cascadia student conflict resolution council, the vice-president for student success or designee.

(12) "Disciplinary warning" means oral or written notice of violation of college rules.

(13) "Disciplinary probation" means formal action placing conditions upon the student's continued attendance because of violation of college rules or failure to satisfy the college's expectations regarding conduct.

(14) "Drugs" means a narcotic drug as defined in RCW 69.50.101, a controlled substance as defined in RCW 69.50.201 through 69.50.212, or a legend drug as defined in RCW 69.41.010.

(15) "Employee" means any classified or exempt staff, faculty, administrator, student worker or volunteer.

(16) "Expulsion" means dismissal from the college and termination of student status, for an indefinite period of time or permanently, for violation of college rules or for failure to meet the college standards of conduct.

(17) "Group" means persons who are associated with each other but who have not complied with college requirements for registration or organization.

(18) "Harassment" means any malicious act, which causes harm to any person's physical or mental well-being.

(19) "Hazing" means any method of initiation into a student organization, association, or living group, or any pastime or amusement engaged in with respect to an organization or living group that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm to any student or other person attending Cascadia Community College.

(20) "Liquor" means the definition of liquor as contained within RCW 66.04.010.

(21) "Reprimand" means formal action after censoring a student for violation of college rules for failure to satisfy the college's expectations regarding conduct.

(22) "Restitution" means repayment to the college or to an affected party for damages resulting from a violation of this code.

(23) "Sexual harassment" means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct directed at persons because of his/her sex where:

(a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic standing or employment; or

(b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or employment affecting such individual; or

(c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment. Examples of behaviors that may constitute harassment include, but are not limited to:

(i) Unwelcome verbal harassment of a sexual nature or abuse;

(ii) Unwelcome pressure for sexual activity;

(iii) Unwelcome sexually motivated or inappropriate patting, pinching or physical contact;

(iv) Unwelcome sexual behavior or words, including demands for sexual favors accompanied by implied or overt threats concerning an individual's educational status;

(v) Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender;

(vi) The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs the student's full enjoyment of educational benefits, climate or opportunities.

(24) "Student" means any person who is enrolled at the college and for whom the college maintains current educational records, as defined by the Family Rights and Privacy Act of 1974, and related regulations.

(25) "Summary suspension" means temporary dismissal from the college and temporary termination of a student's status for a period of time not to exceed ten days.

(26) "Suspension" means temporary dismissal from the college and temporary termination of student status for violation of college rules or regulations or for failure to meet college standards of conduct.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-080, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-080, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-090 Code of conduct.** Cascadia Community College expects that its students while within college facilities or attending a college-sponsored activity, will adhere to high standards of honor and good citizenship and that they will conduct themselves in a responsible manner that reflects credit on themselves and the college. The following misconduct is subject to disciplinary action:

(1) Intentionally or recklessly endangering, threatening, or causing physical harm to any person or oneself, or intentionally or recklessly causing reasonable apprehension of such harm.

(2) Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of any student, any college officer or employee, or any other person who is on college property or is participating in a college activity.

(3) Sexual assault or sexual harassment as defined in college policy under Article 6, "Equal Opportunity, Nondiscrimination and Nonharassment."

(4) Intentionally or recklessly interfering with normal college or college-sponsored activities including, but not limited to, studying, teaching, research, college administration, or fire, police, or emergency services.

(5) Unauthorized entry or use of college facilities.

(6) Knowingly violating the term of any disciplinary sanction imposed in accordance with the code.

(7) Intentionally and substantially interfering with the freedom of expression of others.

(8) Intentional violations of college rules, policies, and procedures or any action listed above, or prohibited conduct by a student's guest.

(9) Smoking in classrooms, the library and other areas so posted by college officials.

(10) The possession, use, sale or distribution of any alcoholic beverage or illegal drug on the college campus; or while attending a college-sponsored event on noncollege property.

(11) Engaging in lewd, indecent, or obscene behavior.

(12) Where the student presents an imminent danger to college property or to himself or herself or other students or persons in college facilities on or off campus, or to the educational process of the college.

(13) Academic dishonesty, including cheating, plagiarism, or knowingly furnishing false information to the college.

(14) The intentional making of false statements or filing of false charges against the college and members of the college community.

(15) Forgery, alteration, or misuse of college documents, records, funds, or instruments of identification.

(16) Attempted or actual damage to, or theft or misuse of, real or personal property or money of:

(a) The college or state;  
 (b) Any student or college officer, employee, or organization; or

(c) Any other person or organization lawfully present on college property, or in possession of such property or money after it has been stolen.

(17) Failure to comply with the direction of college officials acting in the legitimate performance of their duties.

(18) Possession of firearms, licensed or unlicensed, (except where possessed by commissioned police officers as prescribed by law) explosives, dangerous chemicals or other dangerous weapons or instrumentalities on campus, except for authorized purposes.

(19) Falsely setting off or otherwise tampering with any emergency safety equipment, alarm or other device established for the safety of individuals and/or college facilities.

(20) Hazing in any form as described in WAC 132Z-115-240 and RCW 28B.10.900.

(21) Refusal to provide positive identification and evidence of student enrollment to any college employee in the lawful discharge of his/her duties.

(22) Failure to comply with the college's Information Technology Acceptable Use Policy (BP1: 4.10 through 4.16), and/or misuse of computing equipment and services and facilities, including use of electronic mail and the internet.

(23) Violation of parking regulations.

(24) Behavior that disrupts classes, laboratories, offices, services, meetings or ceremonies including:

(a) Threats of disruption and bomb threats;

(b) Damaging, defacing or abusing college facilities, equipment or property.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-090, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-090, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-100 Civil disturbances.** In accordance with provision contained in RCW 28B.10.571 and 28B.10.572:

(1) It shall be unlawful for any person, singly or in concert with others, to interfere by force or violence with any administrator, faculty member or student of the college who is in the peaceful discharge or conduct of his duties or studies.

(2) It shall be unlawful for any person, singly or in concert with others, to intimidate by threat of force or violence any administrator, faculty member or student of the college who is in the peaceful discharge of his/her duties or studies.

(3) The crimes described in RCW 28B.10.571 and 28B.10.572 shall not apply to any administrator or faculty member who is engaged in the reasonable exercise of their disciplinary authority.

(4) Any person or persons who violate the provisions of subsections (1) and (2) of this section will be subject to disciplinary action and referred to the authorities for prosecution.

[Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-100, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-110 Disciplinary terms.** The definitions set forth in this section apply throughout.

(2007 Ed.)

(1) **Disciplinary warning** means oral or written notice of violation of college rules.

(2) **Reprimand** means formal action after censuring a student for violation of college rules for failure to satisfy the college's expectations regarding conduct. Reprimands are made in writing to the student by the disciplinary official. A reprimand indicates to the student that continuation or repetition of the specific conduct involved or other misconduct will result in one or more serious disciplinary actions described below.

(3) **Disciplinary probation** means formal action placing conditions upon the student's continued attendance because of violation of college rules or failure to satisfy the college's expectations regarding conduct. The disciplinary official placing the student on probation will specify, in writing, the period of probation and the conditions, such as limiting the student's participation in extracurricular activities. Disciplinary probation warns the student that any further misconduct will automatically raise the question of dismissal from the college. Disciplinary probation may be for a specified term or for an indefinite period which may extend to graduation or other termination of the student's enrollment in the college.

(4) **Summary suspension** means temporary dismissal from the college and temporary termination of a student's status for a period of time not to exceed ten days which occurs prior to invocation of the formal hearing procedures specified in these rules due to a necessity to take immediate disciplinary action, where a student presents an imminent danger to the college property, or to himself or herself or other students or persons in college facilities on or off campus, or to the educational process of the college. (Pursuant to the summary suspension procedures set forth in WAC 132Z-115-120 (6) through (13).)

(5) **Suspension** means temporary dismissal from the college and temporary termination of student status for violation of college rules or for failure to meet college standards of conduct.

(6) **Expulsion** means dismissal from the college and termination of student status for violation of college rules or for failure to meet the college standards of conduct for an indefinite period of time or permanently.

(7) **Restitution** means repayment to the college or to an affected party for damages resulting from a violation of this code.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-110, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-110, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-120 Procedures for resolving disciplinary violations.** (1) Any infractions of college rules, policies or regulations may be referred by any college faculty or staff member to the vice-president for student success or designee. The vice-president for student success may delegate this responsibility to a member of his/her staff, and he/she may also establish committees or other hearing bodies to advise or act for him/her in disciplinary matters.

(2) In order that any informality in disciplinary proceedings not mislead a student as to the seriousness of the matter under consideration, the student involved shall be informed at

the initial conference or hearing of the sanctions that may be involved.

(3) Upon initiation of disciplinary proceedings, the vice-president for student success or designee shall provide written notification to the student, either in person or by delivery via certified mail to the student's last known address, specifying the violations with which the student is charged. The vice-president for student success or designee shall set a time and place for meeting with the student to inform the student of the charges, the evidence supporting the charges, and to allow the student an opportunity to be heard regarding the charges and evidence.

(4) After considering the evidence in a case and interviewing the student or students involved, the vice-president for student success or designee may take any of the following actions:

(a) Terminate the proceeding, exonerating the student or students;

(b) Dismiss the case after whatever counseling and advice may be appropriate (not subject to the appeals rights provided in this code);

(c) Dismiss the case after verbally admonishing the student (not subject to the appeals rights provided in this code);

(d) Direct the parties to make a reasonable attempt to achieve a mediated settlement;

(e) Impose other disciplinary sanctions directly, subject to the student's right of appeal as described in this chapter. The student shall be notified in writing of the action taken except that disciplinary warnings may be given verbally;

(f) Refer the matter to the conflict resolution council requesting their recommendation to the president for appropriate action. The student shall be notified in writing that the matter has been referred to the conflict resolution council.

(5) This section shall not be construed as preventing the appropriate official from summarily suspending a student.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-120, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-120, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-130 Summary suspension.** (1) If the vice-president for student success or his/her designee(s) has cause to believe that any student:

(a) Has committed a felony; or

(b) Has violated any provision of this chapter; and

(c) Presents an imminent danger either to himself or herself or other persons on the college campus or to the educational process, that student shall be summarily suspended and shall be notified by certified mail at the student's last known address, or shall be personally served. Summary suspension is appropriate only where (c) of this subsection can be shown, either alone or in conjunction with (a) or (b) of this subsection.

(2) If the vice-president for student success, following the conclusion of the summary suspension proceedings, finds that there is probable cause to believe that:

The student against whom specific violations of law or of provisions of this chapter are alleged has committed one or more of such violations; and

That summary suspension of said student is necessary for the protection of the student, other students or persons on

college facilities, college property, the educational process, or to restore order to the campus; and

Such violation or violations of the law or of provisions of this chapter constitute grounds for disciplinary action, then the vice-president may, with the written approval of the president, continue to suspend such student from the college and may impose any other disciplinary action as appropriate.

(3) A student who is suspended or otherwise disciplined pursuant to the above rules shall be provided with a written copy of the vice-president for student success' findings of fact and conclusions, as expressly concurred to by the president, which constituted probable cause to believe that the conditions for summary suspension existed. The student suspended pursuant to the authority of this rule shall be served a copy of the notice of suspension by personal service or by certified mail to the student's last known address within three working days following the conclusion of the summary suspension hearing. The notice of suspension shall state the duration of the suspension or nature of other disciplinary action and the conditions under which the suspension may be terminated.

(4) The vice-president for student success is authorized to enforce the suspension of the summarily suspended student in the event the student has been served pursuant to the notice requirement and fails to appear at the time designated for the summary suspension proceeding.

(5) Any student aggrieved by an order issued at the summary suspension proceeding may appeal to the conflict resolution council. No such appeal shall be entertained, however, unless:

The student has first appeared at the student hearing in accordance with WAC 132Z-115-110(4);

(a) The student has been officially notified of the outcome of the hearing;

(b) Summary suspension or other disciplinary sanction has been upheld; and

(c) The appeal conforms to the standards set forth in WAC 132Z-115-180. The conflict resolution council shall, within five working days, conduct a formal hearing in the manner described in WAC 132Z-115-150.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-130, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-130, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-140 Cascadia conflict resolution council.** The Cascadia conflict resolution council will hear cases referred under this code.

(1) The Cascadia conflict resolution council, convened by the vice-president for student success or designee for disciplinary action, will hear and make recommendations to the president on all disciplinary cases referred to it or appealed to it by students. The conflict resolution council will be composed of the following persons:

(a) A member appointed by the president of the college who shall serve as the chair;

(b) A member of the faculty, appointed by faculty;

(c) A student, appointed by the student body president.

(2) None of the above-named persons shall sit on any case in which he or she has been or will be a complainant or witness, in which he or she has a direct or personal interest, or in which he or she has acted previously in an advisory or offi-

cial capacity. Decisions in this regard, including the selection of alternates, shall be made by the conflict resolution council as a whole. The conflict resolution council chairperson will be elected by the members of the conflict resolution council.

(3) The conflict resolution council may recommend to the president that the student involved:

- (a) Be exonerated with all proceedings terminated and with no sanctions imposed;
- (b) Be disqualified from participation in any school-sponsored events or activities;
- (c) Be given a disciplinary warning;
- (d) Be given a reprimand;
- (e) Be placed on disciplinary probation;
- (f) Be responsible for restitution for damages resulting from the violation;
- (g) Be given a suspension;
- (h) Be expelled.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-140, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-140, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-150 Conflict resolution council procedural guidelines.** The chair of the conflict resolution council shall set the time, place and available seating capacity for a hearing.

All proceedings of the conflict resolution council will be conducted with reasonable dispatch and terminated as soon as fairness to all parties involved permits.

The conflict resolution council chairperson shall enforce general rules of procedures for conducting hearings consistent with these procedural guidelines.

The student shall be given notice of the date, time and place of the hearing, the charges, a list of witnesses who will appear, and a description of any documentary or other physical evidence that will be presented at the hearing. This notice shall be given to the student in writing and shall be provided in sufficient time to permit him/her to prepare a defense.

The student or his/her representative shall be entitled to hear and examine the evidence against him or her and be informed of the identity of its sources; and shall be entitled to present evidence in his or her own behalf and question witnesses as to factual matters. The student shall be able to obtain information or to request the presence of witnesses or the production of other evidence relevant to the issues at the hearing.

Hearings conducted by the conflict resolution council may be held in closed session at the discretion of the council, although the student involved may request that the council allow the student to invite particular persons or requests an open hearing. If at any time during the conduct of the hearing persons allowed by the council to be invited are disruptive of the proceedings, the chairperson of the conflict resolution council may exclude such persons from the hearing room.

Only those matters presented at the hearing, in the presence of the student involved, will be considered in determining whether the student is guilty of the misconduct charged, but the student's past record of conduct may be taken into account in formulating the conflict resolution council's recommendation for disciplinary action.

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The failure of a student to cooperate with the hearing procedures, however, shall not preclude the conflict resolution council from making its findings of fact, reaching conclusions and imposing sanctions. Failure of the student to cooperate may be taken into consideration by the conflict resolution council in recommending penalties.

The student may be represented by counsel and/or accompanied by an advisor of his/her choice. If counsel is present for the student, the college may also have counsel present to assist the council.

An adequate summary of the proceedings will be kept. As a minimum, such summary would include a tape recording of testimony. Such record will be available for inspections and copying in the office of the vice-president for student success during regular business hours, unless barred by state or federal law.

The student will be provided with a copy of the findings of fact and the conclusions of the conflict resolution council.

If the council's proceedings were to hear a student's appeal, the council's recommendation shall be forwarded to the president, along with findings of fact, conclusions of law and any commentary on witnesses' credibility.

The president of the college or his/her designated representative, after reviewing the case, including the decision by the vice-president for student success, the report and recommendation of the conflict resolution council and any statement filed by the student, and the whole record before the conflict resolution council or such portions of it as are cited by the parties, shall either indicate his/her approval of the original decision by the vice-president for student success by sustaining the decision, shall give directions as to what other disciplinary action shall be taken by modifying the decision, or shall nullify previous sanctions imposed by reversing the decision. The president or designee shall then notify the vice-president for student success, the student, and the conflict resolution council. The president's decision shall be final.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-150, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-150, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-160 Loss of eligibility in college activities.** Any student found to have violated the standards of student conduct or chapter 69.41 RCW shall, in lieu of or in addition to, any other disciplinary action which may be imposed, be disqualified from participation in any school-sponsored events or activities.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-160, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-160, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-170 Student groups and organizations.** Student groups and organizations may be charged with violations of the *Student Code of Conduct*.

A student group or organization and its officers may be held collectively and individually responsible when violations of this code by those associated with the group or organization have received the consent or encouragement of the group or organization or of the group's or organization's leaders or officers.

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The officers or leaders or any identifiable spokesperson for a student group or organization may be directed by college officials to take appropriate action designed to prevent or end violations of this code by the group or organization. Failure to make reasonable efforts to comply with college officials' order shall be considered a violation of this code, by the officers, leaders or spokesperson for the group or organization and by the group or organization itself.

Sanctions for group or organization misconduct may include revocation or denial of registration or recognition as well as other appropriate sanctions.

[Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-170, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-180 Appeals.** Disciplinary actions subject to appeal under this code may be appealed as described below. Notice of an appeal by a student shall be made in writing and addressed to the vice-president for student success within ten calendar days of the college's giving of the notice of the disciplinary action.

Disciplinary action by a faculty member or other college staff member may be appealed to, and shall be reviewed by, the vice-president for student success.

Disciplinary action by the vice-president for student success, the vice-president for student learning, or designee may be appealed to, and shall be reviewed by, the conflict resolution council.

Upon reviewing conflict resolution council recommendations, the president shall either sustain the original disciplinary action, or shall give directions as to what other disciplinary action shall be taken by modifying the action, or shall nullify previous sanctions by reversing the original disciplinary action. The president's action shall be final.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-180, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-180, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-190 Transcript notations.** A temporary encumbrance may be placed on a student's college records by the vice-president for student success while disciplinary proceedings are pending.

Permanent notation of disciplinary action will be made on the transcript whenever a student is expelled.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-190, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-190, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-200 Refunds and access.** There shall be no refund of tuition and/or fees for the quarter in which disciplinary action is taken.

A student suspended on the basis of conduct which disrupted the orderly operation of the campus or any facility of the district, may be denied access to all or any part of the campus or other facility.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-200, filed 2/17/05, effective 3/20/05. Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-200, filed 9/28/00, effective 10/29/00.]

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**WAC 132Z-115-210 Readmission after suspension or expulsion.** Any student suspended from the college for disciplinary reasons will normally be readmitted upon expiration of the time period for which the suspension was issued. If the student has been expelled or feels that circumstances warrant reconsideration of a temporary suspension prior to its expiration, or if the student was suspended with conditions imposed for readmission, the student may be readmitted following approval of a written petition submitted to the vice-president for student success. Such petition must state reasons which support a reconsideration of the matter. Before readmission may be granted, such petition must be reviewed and approved by the college president or designee.

[Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-210, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-220 Reestablishment of academic standing.** Students who have been suspended pursuant to disciplinary procedures set forth in this chapter and whose suspension upon appeal is found to have been unwarranted shall be provided the opportunity to reestablish their academic and student standing to the extent possible within the abilities of the college, including an opportunity to retake examinations or otherwise complete course offerings missed by reason of such action.

[Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-220, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-230 Reporting, recording and maintaining records.** Records of all disciplinary cases shall be kept by the disciplinary official taking or initiating the action. Except in proceedings where the student is exonerated, all documentary or other physical evidence produced or considered in disciplinary proceedings and all recorded testimony shall be preserved, insofar as possible, for not more than five years. No other records of proceedings wherein the student is exonerated, other than the fact of exoneration, shall be maintained in the student's file or other college repository after the date of the student's graduation or not more than five years.

[Statutory Authority: RCW 28B.50.140. 00-20-037, § 132Z-115-230, filed 9/28/00, effective 10/29/00.]

**WAC 132Z-115-240 Hazing.** Cascadia Community College hereby adopts rules to regulate hazing activities within college sponsored organizations, associations, or living groups.

(1) Hazing is prohibited. Hazing is defined as any method of initiation into a student organization, association, or living group, or any pastime or amusement engaged in with respect to such an organization or living group that causes, or is likely to cause bodily danger or physical harm, or serious mental or emotional harm, to any student or other person attending any institution of higher education or post-secondary institution.

(2) Penalties: Any organization, association, or living group that knowingly permits hazing shall:

(a) Be liable for harm caused to persons or property resulting from hazing.

(b) Be denied recognition by Cascadia Community College as an official organization, association or student living group on the Cascadia Community College campus. If the

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organization, association or student living group is a corporation, whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages.

(c) A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships or awards for not less than one academic quarter and up to and including permanent forfeiture, based upon the seriousness of the violation(s).

(d) Hazing violations are also misdemeanors punishable under state criminal law according to RCW 9A.20.021.

(e) The student code of Cascadia Community College may be applicable to hazing violations.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-115-240, filed 2/17/05, effective 3/20/05.]

## Chapter 132Z-116 WAC

### PARKING AND TRAFFIC RULES OF THE CASCADIA COMMUNITY COLLEGE

#### WAC

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132Z-116-320	Appeals of fines and impoundments.
132Z-116-400	Report of accident.
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**WAC 132Z-116-005 Authority.** RCW 28B.50.140(10) authorizes the board of trustees of Cascadia Community College to adopt rules for pedestrian and vehicular traffic on the college campus. RCW 28B.10.560 similarly authorizes the board of regents of the University of Washington to adopt rules governing pedestrian and vehicular traffic and parking upon lands and facilities of the university. The rules set forth in this chapter have been jointly developed and agreed upon by the two institutions of higher education, and adopted and codified in separate chapters of the Washington Administrative Code by each of the two institutions.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-005, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-010 Objectives of parking and traffic rules.** The objectives of these rules are:

(1) To protect and control pedestrian and vehicular traffic on the campus of University of Washington, Bothell and Cascadia Community College.

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(2) To assure access at all times for emergency equipment.

(3) To minimize traffic disturbances.

(4) To facilitate the operation of the institutions by assuring access to vehicles.

(5) To allocate limited parking space for the most efficient use.

(6) To protect state property.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-010, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-020 Definitions.** The following definitions apply to this chapter:

(1) Campus: The colocated campus of University of Washington, Bothell and Cascadia Community College.

(2) College: Cascadia Community College, and collectively those responsible for its control and operations.

(3) Employee: An employee of the college or the university.

(4) Institutions: The college and the university.

(5) Public safety officers: Employees of the college or the university who are responsible for campus security, safety, and parking and traffic control.

(6) Student: A person enrolled in the college or the university.

(7) University: The University of Washington, Bothell, and collectively those responsible for its control and operations.

(8) Vehicle: An automobile, truck, motorcycle, motorized scooter, or bicycle.

(9) Visitor: A person who is neither an employee nor a student of the college or the university.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-020, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-030 Applicable parking and traffic rules.** The applicable parking and traffic rules upon the campus are:

(1) The motor vehicle and other traffic laws of the state of Washington, Title 46 RCW.

(2) The traffic code of the city of Bothell.

(3) The parking and traffic rules in this chapter. If the Washington laws or the Bothell traffic code conflicts with these rules, the Washington laws or the Bothell traffic code shall govern.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-030, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-040 Enforcement of parking and traffic rules.** The institutions share responsibility for parking and traffic management on campus. Duly appointed public safety officers or independent contractors hired by the institutions are authorized to enforce these parking and traffic rules.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-040, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-050 Permits required for vehicles on campus.** No person shall park, or leave any vehicle (other than bicycles), whether attended or unattended, upon the campus without a permit issued by the institutions. Permis-

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sion to park on campus will be shown by display of a valid permit.

(1) A valid permit is:

(a) A current vehicle permit displayed in accordance with WAC 132Z-116-110. Vehicle permits are valid until revoked.

(b) A temporary permit authorized by the institutions and displayed in accordance with instructions. Temporary permits are valid through the date or time on the permit.

(c) A parking permit issued by a gate attendant and displayed on the vehicle in accordance with instructions.

(d) A parking permit dispensed by machine at the campus and displayed in accordance with instructions.

(2) Parking permits are not transferable, except as provided in WAC 132Z-116-060 and 132Z-116-090.

(3) The college and university reserve the right to refuse to issue parking permits.

(4) This section does not apply to vehicles that the institutions own or operate.

(5) The institutions may allow persons without permits to drive through the campus without parking.

(6) A public safety officer may require visitors to wait at the entrances to the campus when pedestrian or vehicular traffic congestion is above normal.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-050, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-060 Carpool and disability parking permits.** (1) Carpool permits may be issued to employees and students. One transferable permit will be issued by the institutions for each carpool. This permit is transferable only among the registered members of the carpool. This permit must be displayed in accordance with the instructions provided with the permit. A carpool is a group of two or more employees or students who commute to the campus in the same vehicle.

(2) The institutions provide parking for the disabled in accordance with the requirements of federal and state law, including parking spots reserved for persons who display a state of Washington disabled driver permit.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-060, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-070 Permit revocations.** Parking permits are the property of the institutions, and may be recalled by the issuer for any of the following reasons:

(1) When the purpose for which the permit was issued changes or no longer exists.

(2) When a permit is used by an unauthorized individual.

(3) Falsification on a parking permit application.

(4) Multiple or continued violations of parking rules.

(5) Counterfeiting or altering permits.

(6) Failure to comply with a final decision of the citation review committee, or institutional hearing officer.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-070, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-080 Right to appeal revocation.** Parking permit revocations under this chapter may be appealed pursuant to the procedures in WAC 132Z-116-320.

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[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-080, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-090 Transfer of permits limited.** (1) Permit holders may transfer one permit between motor vehicles when used by the permit holder. Improper transfer of a permit shall include, but is not limited to, the wrongful sale, lending, or transfer of a parking permit.

(2) Permits displaying license plate numbers shall be used only in the vehicles whose license number is written on the permit.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-090, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-100 Responsibility of person to whom permit issued.** The person to whom a permit is issued is responsible for the vehicle upon which the permit is affixed. He or she shall be held responsible for all violations of this chapter charged to that vehicle. However, the operator of a vehicle will not be relieved of responsibility for violating any rule of this chapter simply because he or she is not also the holder of the permit.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-100, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-110 Display of permits.** (1) Parking permits shall be displayed by hanging from the rear view mirror or displayed face up on the dashboard of the motor vehicle and shall be fully visible from the exterior of the motor vehicle.

(2) When applicable, the area designator (numeral, letter or combination) shall be affixed to the vehicle permit and shall be fully visible from the exterior of the motor vehicle.

(3) Motorcycle and scooter permits shall be registered with the affiliated institution.

(4) Permits not fully visible from the exterior of a motor vehicle are not valid and are subject to citation for no valid permit displayed.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-110, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-200 Parking fees.** The institutions' governing boards shall adopt parking fees, specifying the charge per day, quarter, and year. Each institution may set its own rates for quarterly and yearly permits, but the rates for daily parking permits must be uniform for both institutions. Each institution shall sell quarterly and yearly permits to the employees and students only of its own institution. Each institution may also sell quarterly and yearly permits in its discretion to regular visitors to that institution.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-200, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-210 Allocation of parking spaces.** The parking space available on the campus shall be allocated in a manner that will best attain the objectives of these rules.

During special occasions causing additional or heavy traffic and during emergencies, the institutions may impose additional traffic and parking policies to achieve the specified objectives of this chapter.



[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-210, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-220 Parking within designated spaces.** (1) No motor vehicle shall be parked on the campus except in areas designated as parking areas.

(2) No vehicle shall be parked so as to occupy any portion of more than one parking space as designated within the parking area. The fact that other vehicles may have been so parked as to require the vehicle parked to occupy a portion of more than one space or stall shall not excuse a violation of this section.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-220, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-230 Parking—Operator's responsibility.** No person driving or in charge of a motor vehicle shall permit it to stand unattended without first:

(1) Stopping the engine, locking the ignition, and removing the key.

(2) Effectively setting the brake and transmission to prevent movement of the vehicle.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-230, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-240 Regulatory signs, markings, barricades, etc.** (1) The institutions may erect signs, barricades, and other structures, and paint marks and other directions upon the streets and parking areas within the campus. Drivers of vehicles shall obey the signs, barricades, structures, markings, and directions. Drivers of vehicles shall comply with directions given to them by public safety officers in the control and regulation of traffic. Drivers shall also comply with directions given to them by the traffic guides or parking checkers in the assignment of parking space and in the collection of parking fees.

(2) No person without authorization from the institutions shall move, deface, or in any way change a sign, barricade, structure, marking, or direction that regulates traffic or parking.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-240, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-250 Speed.** No vehicle shall be operated on the campus at a speed in excess of posted limits. If no limit is posted, no vehicle shall exceed twenty miles per hour or such lower speed as is reasonable and prudent in the circumstances.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-250, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-260 Pedestrian's right of way.** (1) The operator of a vehicle shall yield right of way to any pedestrian. However, no pedestrian may suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close that it is impossible or unsafe for the driver to yield.

(2) Whenever any vehicle slows or stops so as to yield to pedestrian traffic, the operator of any other vehicle approaching from the rear shall not overtake and pass that vehicle.

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(3) Where a sidewalk is provided, pedestrians shall proceed upon the sidewalk.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-260, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-270 Motorcycles, bicycles, scooters.**

(1) Motorcycles, bicycles, and scooters are subject to all traffic rules controlling other motor vehicles.

(2) Motorcycles and motorized scooters may be parked in designated areas in addition to the regular parking lots.

(3) Motorcycles and motorized scooters are not permitted on paths, sidewalks, or authorized bicycle or pedestrian areas, or in buildings at any time.

(4) Bicycles shall be parked in designated areas only. Improperly parked bicycles may be impounded and a citation and fine imposed upon the owner.

(5) No bicycles or foot-propelled devices shall be operated on campus corridors, hallways, or buildings unless their use is required as part of the educational process in an authorized program, or authorized by campus personnel. A "foot-propelled device" is a wheeled device designed or used for recreation or transportation, including but not limited to skateboards, roller skates, and roller blades.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-270, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-280 Distribution of literature.** No person may distribute literature by placing it on motor vehicles parked on the campus. Literature includes but is not limited to pamphlets, flyers, and stickers.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-280, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-300 Issuance of traffic citations.**

Upon probable cause to believe that a violation of these rules has occurred, a public safety officer or designated contractor may issue a citation setting forth the date, the approximate time, the locality, the nature of the violation, the permit number, license number, infraction, officer, and the amount of fine(s). The citation shall be served on the person responsible for the violation by: attaching a copy of the citation to, or placing it prominently within, the vehicle allegedly involved in the violation; mailing a copy of the citation to the person responsible; or serving a copy of the citation personally on the person responsible.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-300, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-310 Fines and impounding.** (1) The current schedule of fines shall be published by the institutions and made available for review in the Central Plant Building.

(2) All fines must be paid as designated on the citation within twenty calendar days from the date of the citation. Fines must be delivered in person to the citation hearing office or postmarked on or before the due date specified in these rules to avoid additional penalties. If any citation has neither been paid nor appealed after twenty calendar days from the date of the citation, the institution shall impose an additional fine of ten dollars per offense and may:

- (a) Withhold the violator's degrees, transcripts, grades, refunds, or credits until all fines are paid.
- (b) Delay registration for the following quarter.
- (c) Impound the violator's vehicle.
- (d) Deny future parking privileges to the violator.
- (e) Refuse to issue keys to a violator who is an employee or student.

(3) In addition to imposing fines, public safety officers may impound or immobilize any vehicle parked on campus in violation of these rules. The expenses of impounding, immobilization, and storage shall be charged to the owner or operator, or both, of the vehicle and must be paid before the vehicle's release. Grounds for impounding vehicles shall include, but not be limited to the following:

- (a) Blocking a roadway so as to impede the flow of traffic.
- (b) Blocking a walkway so as to impede the flow of pedestrian traffic.
- (c) Blocking a fire hydrant or fire lane.
- (d) Creating a safety hazard.
- (e) Blocking another legally parked vehicle.
- (f) Parking in a marked "tow-away" zone.
- (g) Leaving a vehicle unattended on campus for longer than two days.
- (h) Failing to pay a fine imposed under this chapter.

Not more than twenty-four hours after impoundment of any vehicle, the institution shall mail a notice to the registered owner of the vehicle and to any other person who claims the right to possession of the vehicle, if those persons can be identified. The institutions shall not be liable for loss or damage of any kind resulting from impounding, immobilization, or storage. Impounding a vehicle does not remove the obligation for any fines associated with the violation.

(4) An accumulation of traffic violations by a student may be cause for discipline under the student conduct code of the student's institution.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-310, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-320 Appeals of fines and impoundments.** (1) Any impoundment or fine under this chapter may be appealed in writing within twenty calendar days from the date of the citation or the notice of impoundment. The notice of appeal must be addressed to the location indicated on the citation or notice of impoundment. The institutions will make appeal forms available at the university's cashiers office in Room UW1 176 and at the college's cashiers office in Room CC1 103. The notice of appeal must explain the reasons for contesting the citation or impoundment. If the person who files a notice of appeal desires an opportunity to make an oral statement in the appeal, the request to make an oral statement must be included in the notice of appeal.

(2) The hearing on the appeal shall be a brief adjudicative hearing as provided by RCW 34.05.482 et seq. If a request for an oral statement was made, the presiding officer or officers shall provide reasonable notice of the time and place for receiving the oral statement. The presiding officer(s) shall review the notice of appeal and provide a written decision to the person submitting the appeal within ten days of taking action. If the appeal is denied, the decision shall include a brief statement of its reasons and information

about the opportunity for further review. Any fine owed on a written decision that is not further appealed as provided in subsection (3) of this section shall be paid within twenty-one days after service of the decision.

(3) A person wishing to contest the written decision may request a review by contacting the institution in writing within twenty-one days after service of the decision. The request for review shall explain why the decision was incorrect. The reviewing officer shall, within twenty days of the date of the request, review the matter and render a final written decision, which shall include a brief statement of its reasons and information about the opportunity to appeal the decision to the district court. Any final decision of the reviewing officer not appealed as provided in subsection (4) of this section shall be paid within ten days after service of the decision.

(4) A person wishing to appeal a final decision of the citation hearing office to the district court may, within ten days of service of the final decision, file a written notice with the institution. Documents relating to the appeal shall immediately be forwarded to the district court, which shall have jurisdiction to hear the appeal de novo. No appeal to the district court may be taken unless the citation has been contested as provided in subsections (2) and (3) of this section.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-320, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-400 Report of accident.** The operator of any vehicle involved in an accident on campus resulting in injury to or death of any person or total or claimed damage to either or both vehicles of \$500, shall within twenty four hours report such accident to the campus security department. This does not relieve any person so involved in an accident from his responsibility to file a state of Washington motor vehicle accident report within twenty four hours after such accident.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-400, filed 5/9/02, effective 6/9/02.]

**WAC 132Z-116-410 Liability of institutions.** Except for vehicles that the institutions own or operate, the institutions assume no liability under any circumstances for vehicles on the campus.

[Statutory Authority: RCW 28B.50.140(10). 02-11-048, § 132Z-116-410, filed 5/9/02, effective 6/9/02.]

## Chapter 132Z-122 WAC

### WITHHOLDING SERVICES FOR OUTSTANDING DEBTS

#### WAC

132Z-122-010	Policy.
132Z-122-020	Notification.
132Z-122-030	Procedure for brief adjudicative proceeding.

**WAC 132Z-122-010 Policy.** If any person, including any staff, student or former student, is indebted to the district for an outstanding overdue debt, the district need not provide any further services of any kind to such individual, including but not limited to transmitting files, records, transcripts or other services which have been requested by such person.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-122-010, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-122-020 Notification.** (1) Upon receiving a request for services where there is an outstanding debt due to the district from the requesting person, the district shall notify the person by first-class mail that the services will not be provided since there is an outstanding debt due. The person shall be told that until the debt is satisfied, requested services will not be provided.

(2) The letter of notification shall also state that the person has a right to a brief adjudicative proceeding before a person designated by the president of the district. The proceeding must be requested within twenty days of the date of mailing notification of refusal to provide services.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-122-020, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-122-030 Procedure for brief adjudicative proceeding.** Upon receipt of a timely request for a hearing, the person designated by the president shall have the records and files of the college available for review and shall hold an informal hearing concerning whether the individual in fact owes any outstanding debts to the college. The hearing must be conducted within ten working days of the request for a hearing. After the informal hearing, a decision shall be rendered by the president or designee indicating whether in fact the college is correct in withholding services for the outstanding debt. If the outstanding debt is owed by the individual involved, no further services shall be provided. Notification of this decision shall be sent to the individual within five working days after the hearing. This hearing shall constitute a brief adjudicative proceeding established by the Administrative Procedure Act at RCW 34.05.482 through 34.05.494.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-122-030, filed 7/2/96, effective 8/2/96.]

## Chapter 132Z-133 WAC ORGANIZATION

### WAC

132Z-133-010 Organization—Operation—Information.

**WAC 132Z-133-010 Organization—Operation—Information.** (1) Organization. Cascadia Community College is established in Title 28B RCW as a public institution of higher education. The college is governed by a five-member board of trustees, appointed by the governor. The board employs a president, who acts as the chief executive officer of the college. The president establishes the structure of the administration.

(2) Operation. The administrative office is located at the following address:

Cascadia Community College  
18345 Campus Way N.E.  
Bothell, WA 98011

The office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays.

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(3) Information. Additional information about Cascadia Community College District 30 may be obtained by calling 425-352-8000, or by addressing a request to:

Cascadia Community College  
18345 Campus Way N.E.  
Bothell, WA 98011

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-133-010, filed 2/17/05, effective 3/20/05. Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-133-010, filed 7/2/96, effective 8/2/96.]

## Chapter 132Z-134 WAC DESIGNATION OF RULES COORDINATOR

### WAC

132Z-134-010 Rules coordinator.

**WAC 132Z-134-010 Rules coordinator.** The rules coordinator for Cascadia Community College as designated by the president is:

The Executive Assistant to the President  
Cascadia Community College  
18345 Campus Way N.E.  
Bothell, WA 98011

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-134-010, filed 2/17/05, effective 3/20/05. Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-134-010, filed 7/2/96, effective 8/2/96.]

## Chapter 132Z-140 WAC USE OF COLLEGE FACILITIES

### WAC

132Z-140-010	Definitions.
132Z-140-020	Use of college facilities.
132Z-140-030	Priority of use.
132Z-140-040	Policies limiting use.
132Z-140-050	Administrative control.
132Z-140-060	Trespass.
132Z-140-070	Prohibited conduct.
132Z-140-080	Pets.
132Z-140-090	Basis of fee assessment.
132Z-140-100	Application procedures.
132Z-140-110	Supervision during facility use.

**WAC 132Z-140-010 Definitions.** The following terms shall have the following meaning within chapter 132Z-140 WAC, unless otherwise specified:

"College" shall mean Cascadia Community College;

"College facilities" shall mean those parts of the joint Cascadia Community College/University of Washington, Bothell campus that are dedicated primarily to Cascadia Community College use, and shall include those campus buildings dedicated primarily to Cascadia Community College classrooms, laboratories, and administration, as well as the areas immediately surrounding those buildings;

"Campus" shall mean the entire joint Cascadia Community College/University of Washington, Bothell campus.

[Statutory Authority: RCW 28B.50.140. 06-14-012, § 132Z-140-010, filed 6/23/06, effective 7/24/06.]

**WAC 132Z-140-020 Use of college facilities.** Cascadia Community College provides continued educational opportu-

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nity for area citizens. In keeping with this general purpose, the college believes that facilities should be available for a variety of uses that are of benefit to the general public if such general uses do not interfere with the educational mission of the college. However, a state agency is under no obligation to make its public facilities available to the community for private purposes. Reasonable time, place, and manner restrictions may be placed on the use of college facilities made available for public or private purposes.

[Statutory Authority: RCW 28B.50.140. 06-14-012, § 132Z-140-020, filed 6/23/06, effective 7/24/06.]

**WAC 132Z-140-030 Priority of use.** (1) When allocating use of college facilities, the highest priority is always given to activities specifically related to the college's mission. No arrangements will be made that may interfere with or operate to the detriment of the college's own teaching, research, or public service programs. In particular, college buildings, properties, and facilities, including those assigned to student programs, are used primarily for:

(a) The regularly established teaching, research, or public service activities of the college and its departments;

(b) Cultural, educational, or recreational activities of the students, faculty, or staff;

(c) Short courses, conferences, seminars, or similar events, conducted either in the public service or for the advancement of specific departmental professional interests, when arranged under the sponsorship of the college or its departments.

(d) Public events of a cultural or professional nature brought to the campus at the request of college departments or committees and presented with their active sponsorship and active participation;

(e) Activities or programs sponsored by educational institutions, by state or federal agencies, or by charitable agencies or civic or community organizations whose activities are of widespread public service and of a character appropriate to the college. However, the college will not make its facilities available for instructional or related purposes that compete with courses or programs offered by the college.

(2) College facilities may be assigned to student organizations for regular business meetings, social functions, and programs open to the public. Any recognized campus student organization may invite speakers from outside the college community, after following the facility use application procedures in WAC 132Z-140-100. The appearance of an invited speaker on campus does not represent an endorsement by the college, its faculty or administration, or the board of trustees of the speaker's views.

(3) Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned and the time of use, and to ensure the proper maintenance of the facilities. Subject to the same limitations, college facilities shall be made available for assignment to individuals or groups within the college community. Arrangements by both organizations and individuals must be made through the designated administrative officer, consistent with the facility use application procedures in WAC 132Z-140-100. Allocation of space shall be made in accordance with college rules and on the basis of time, space, priority of request, and the demonstrated needs of the applicant.

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(4) The college may restrict an individual's or a group's use of college facilities if that person or group has, in the past, physically abused facilities the individual or group has used. Charges may be imposed for damage or for any unusual costs for the use of facilities. The individual, group or organization requesting space will be required to state in advance the general purpose of any meeting.

[Statutory Authority: RCW 28B.50.140. 06-14-012, § 132Z-140-030, filed 6/23/06, effective 7/24/06.]

**WAC 132Z-140-040 Policies limiting use.** (1) College facilities may be used for purposes of political campaigning by or for candidates who have filed for public office, directed to members of the public, only when the full rental cost of the facility is paid. Use of state funds to pay for facility rental costs for political campaigns is prohibited. No person may solicit contributions on college property for political uses, except where this limitation conflicts with federal law regarding interference with the mails.

(2) Posters and samples may be posted or distributed only in designated areas of the campus, unless prior permission to post/distribute is obtained from the director of communications. Information on the location of designated poster/distribution areas may be obtained in the office of the director of communications.

(3) WAC 132Z-140-010 through 132Z-140-122 shall apply to recognized student groups using college facilities.

(4) Handbills, leaflets, and similar materials except those which are commercial, obscene, or unlawful may be distributed in designated areas on the campus where, and at times when, such distribution will not interfere with the orderly administration of the college affairs or the free flow of traffic. Prior authorization must be obtained from the director of communications. Any distribution of materials as authorized by the director of communications shall not be construed as support or approval of the content by the college community or the board of trustees.

(5) Use of audio amplifying equipment is permitted only in locations and at times that will not interfere with the normal conduct of college affairs as determined by the vice-president for finance and operations.

(6) The right of peaceful dissent within the college community will be preserved. While peaceful dissent is acceptable, violence or disruptive behavior is not a legitimate means of dissent. If any person, group, or organization attempts to resolve differences by means of violence, the college retains the right to take steps to protect the safety of individuals, the continuity of the educational process, and the property of the state.

(7) Orderly picketing and other forms of peaceful dissent are protected activities on and about the college premises when such premises are open to public use. However, interference with free passage through areas where members of the college community have a right to be, interference with ingress and egress to college facilities, interruption of classes, injury to persons, or damage to property exceeds permissible limits.

(8) Where college space is used for an authorized function (such as a class or a public or private meeting under approved sponsorship, administrative functions or service related activities), groups must obey or comply with direc-

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tions of the designated administrative officer or individual in charge of the meeting.

[Statutory Authority: RCW 28B.50.140. 06-14-012, § 132Z-140-040, filed 6/23/06, effective 7/24/06.]

**WAC 132Z-140-050 Administrative control.** The college may adopt administrative procedures consistent with these rules for the use of college facilities, and adopt rental schedules as appropriate.

[Statutory Authority: RCW 28B.50.140. 06-14-012, § 132Z-140-050, filed 6/23/06, effective 7/24/06.]

**WAC 132Z-140-060 Trespass.** (1) Individuals who are not students or members of the faculty or staff and who violate these rules will be advised of the specific nature of the violation, and if they persist in the violation, they will be requested by the president, or his or her designee, to leave the college property. Such a request prohibits the entry of and withdraws the license or privilege to enter onto or remain upon any portion of the college facilities by the person or group of persons requested to leave. Such persons shall be subject to arrest under the provisions of chapter 9A.52 RCW. Individuals requested to leave college property may appeal that decision by submitting to the college president by certified mail, return receipt requested, a letter stating the reasons the person should not be barred from college facilities. The college president or designee shall respond in writing within fifteen calendar days with a final decision of the college. Persons shall continue to be barred from college property while an appeal is pending.

(2) Students, faculty, and staff of the college who do not comply with these regulations will be reported to the appropriate college office or agency for action in accordance with this chapter or with other applicable rules, regulations, or policies. Individuals who are students of the University of Washington, Bothell and are attending University of Washington, Bothell classes or sponsored events may be referred to the University of Washington, Bothell office of the dean of students as an alternative to the process set forth in this section.

[Statutory Authority: RCW 28B.50.140. 06-14-012, § 132Z-140-060, filed 6/23/06, effective 7/24/06.]

**WAC 132Z-140-070 Prohibited conduct.** (1) The use or possession of unlawful drugs or narcotics, not medically prescribed, or of intoxicants on college property or at college functions, is prohibited. Students obviously under the influence of intoxicants, unlawful drugs or narcotics while in college facilities are subject to disciplinary action.

(2) The use of tobacco in any indoor facility is prohibited in accordance with health regulations.

(a) Smoking is prohibited inside all college or university vehicles, inside buildings and parking structures owned or occupied by the college or university and/or used by college or university faculty, staff or students and at any outside areas or locations that may directly or indirectly affect the air supply of buildings or carry smoke into buildings.

(b) The institutions may designate specific outdoor locations as smoking areas. Signage will be placed to indicate the designated locations.

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(c) Any student, staff, or faculty member who violates the smoking policy may be subject to disciplinary action. In addition, violations of the smoking policy may be subject to appropriate enforcement.

(3) Destruction of property is also prohibited by state law in reference to public institutions.

(4) Authorized events may have alcoholic beverages as approved by the president and with proper permits.

[Statutory Authority: RCW 28B.50.140. 06-14-012, § 132Z-140-070, filed 6/23/06, effective 7/24/06.]

**WAC 132Z-140-080 Pets.** Pets are not permitted in college buildings except guide or service animals for individuals with disabilities. Pet owners on college grounds must adhere to posted regulations.

[Statutory Authority: RCW 28B.50.140. 06-14-012, § 132Z-140-080, filed 6/23/06, effective 7/24/06.]

**WAC 132Z-140-090 Basis of fee assessment.** (1) The basis for establishing and charging use fees reflects the college's assessment of the present market and the cost of operations, and an evaluation of the intended purpose and its relationship to the purposes of this college. The board of trustees has determined that groups or organizations affiliated with the college should be permitted access to facilities at the lowest charge on the fee schedule, which may include complimentary use. A current fee schedule is available from the office of the vice-president for finance and operations.

(2) The college does not wish to compete with private enterprise. Therefore, the college reserves the right to deny applications for facility use when the administration and/or the board of trustees feels a commercial facility is equivalent to the college facility, is available for use, and should be patronized. At no time will facility use be granted for a commercial activity at a rental rate, or upon terms, less than the full and fair rental value of premises used.

[Statutory Authority: RCW 28B.50.140. 06-14-012, § 132Z-140-090, filed 6/23/06, effective 7/24/06.]

**WAC 132Z-140-100 Application procedures.** (1) At least seven working days prior to date of intended use of any college facility, an authorized representative of the requesting organization must submit a written application which may be obtained through the college's office of the vice-president for finance and operations. A single application may be sufficient for a series of meetings by an organization unless those meetings vary significantly in some substantive way; if so, separate applications will be required. The college may consider applications received on less than seven days' notice; however, the college cannot guarantee that such applications will be considered prior to seven days after submission.

(2) Upon approval of the application, an authorized representative of the using organization shall sign the rental agreement. By affixing a signature as representing the using organization, the signatory specifies he or she has authority to enter into agreement on behalf of the organization and if the organization fails to pay the amount due, the signatory becomes responsible for all charges which may include inter-

est payment for overdue accounts as specified on the rental form but not less than one percent per month.

(3) The college may require an advance deposit of up to fifty percent, payable before approval of the application, for large events, events requiring expenditures on the part of the college, or events that require the college to block out significant areas for the renter.

(4) The college reserves the right to make pricing changes without prior notice.

(5) Use of a facility is limited to the facilities specified on the agreement.

(6) The priorities for facility use place primary emphasis on regular college events and activities. The college reserves the right to cancel any permit and refund any payments for use of college facilities and equipment when they deem such action advisable and in the college's best interests.

(7) If an applicant cancels a facility use permit, the applicant is liable for all college costs and expenses in preparing the facility for its use.

(8) Organizations using Cascadia Community College's facilities shall conduct all activities in accordance with applicable local, state, and federal laws including but not limited to the Americans with Disabilities Act, 42 U.S.C. §§ 12101-12213, the Rehabilitation Act of 1973, 29 U.S.C. § 794, Washington's law against discrimination, chapter 49.60 RCW, and all rules adopted by the board of trustees.

[Statutory Authority: RCW 28B.50.140. 06-14-012, § 132Z-140-100, filed 6/23/06, effective 7/24/06.]

#### **WAC 132Z-140-110 Supervision during facility use.**

(1) Organizations using college facilities are responsible for group conduct and are expected to remain with their group during activities. When the use of special facilities makes it necessary that supervision be provided, the trustees reserve the right to require a staff member be present to represent the college at any activity on college facilities. Such service shall be paid at the current rate, by the organization requesting use of the facility, and does not relieve the organization from safeguarding the college's property.

(2) The security staff or some other authority of the college will open and lock all rented facilities. Keys to buildings or facilities will not be issued or loaned on any occasion to any using organization with the exception of keys to designated off-campus locations.

[Statutory Authority: RCW 28B.50.140. 06-14-012, § 132Z-140-110, filed 6/23/06, effective 7/24/06.]

### **Chapter 132Z-141 WAC**

#### **USE OF JOINT CASCADIA COMMUNITY COLLEGE AND UNIVERSITY OF WASHINGTON, BOTHELL, FACILITIES**

##### **WAC**

132Z-141-010	Purpose.
132Z-141-020	Definitions.
132Z-141-030	Administrative authority.
132Z-141-040	Use of joint facilities.
132Z-141-050	Limitations on use.
132Z-141-060	Safety and liability.

**WAC 132Z-141-010 Purpose.** The colocated campus of Cascadia Community College and the University of Wash-

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ington, Bothell, operates joint facilities that provide benefits to each educational institution. The purpose of this chapter is to define the facilities jointly operated by the institutions and to ensure that these joint facilities are reserved primarily for activities related to the educational missions of the institutions. Further, the joint facilities may be used for a variety of activities, providing the primary function the facility or space was intended to serve is not compromised. Reasonable time, place, and manner restrictions may be placed on the use of joint facilities.

The rules set forth in this chapter have been jointly developed and agreed upon by the two institutions of higher education, and adopted and codified in separate chapters of the Washington Administrative Code by each of the institutions. Rules for the use of dedicated facilities of Cascadia Community College and the University of Washington, Bothell, are governed by chapter 132Z-140 WAC and chapter 478-136 WAC, respectively.

[Statutory Authority: RCW 28B.50.140. 06-14-013, § 132Z-141-010, filed 6/23/06, effective 7/24/06.]

**WAC 132Z-141-020 Definitions.** (1) "College" shall mean Cascadia Community College.

(2) "Institutions" shall mean University of Washington, Bothell, and Cascadia Community College.

(3) "Joint facilities" shall mean those structures, spaces, campus grounds, and parking lots operated jointly by the institutions. Specific rules also apply to parking lots (chapters 132Z-116 and 478-117 WAC).

(4) "University" shall mean University of Washington, Bothell.

(5) "Use of facilities" includes, but is not limited to: The holding of classes, events, the posting and removal of signs, all forms of advertising, commercial and community activities, and charitable solicitation.

(6) "Wetlands" shall mean campus grounds to the east of Campus Way N.E. and east of 110th N.E. between N.E. 185th and Beardslee Blvd., and the Chase House.

[Statutory Authority: RCW 28B.50.140. 06-14-013, § 132Z-141-020, filed 6/23/06, effective 7/24/06.]

**WAC 132Z-141-030 Administrative authority.** (1) The board of trustees for Cascadia Community College and the board of regents of the University of Washington have delegated to the president of the college and the chancellor of the university, respectively, the authority to regulate the use of facilities on the colocated campus.

(2) Under this authority, the president of the college and the chancellor of the university designate the coordination for use of joint facilities to an appointed joint committee on facility use and designate the use of the wetlands to the wetlands oversight committee. The president of the college and the chancellor of the university shall each appoint representatives to the joint committee on facility use to develop suggested event procedures. Each designee shall review the use of the facilities; establish administrative procedures governing such use that are consistent with these rules; approve or disapprove requested uses and establish policies regarding fees and rental schedules unique to joint facilities as appropriate. Additionally, the joint committee on facility use shall act as an appeals board for decisions of the wetlands oversight com-

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mittee regarding wetlands use requests. Inquiries concerning the use of joint facilities may be directed to:

Cascadia Community College  
Finance and Operations Office  
Director of Auxiliary Services and Capital Projects  
18345 Campus Way N.E.  
Bothell, WA 98011  
(Phone: 425-352-8269 or 425-352-8000), and

University of Washington, Bothell  
Office of Administrative Services  
Facilities Use Coordinator  
Box 358535  
18115 Campus Way N.E.  
Bothell, WA 98011  
(Phone: 425-352-3556 or e-mail: [facuse@uwb.edu](mailto:facuse@uwb.edu)).

(3) Preliminary approval of an event by an academic or administrative unit of the college or university implies that a responsible official has applied his or her professional judgment to the content of the program, the qualifications of the individuals conducting the event, the manner of presentation, and has concluded that the event is consistent with the teaching, research, and/or public service mission of the institutions.

(4) Final approval of a joint facilities use request by the appropriate designee on the use of joint facilities implies that the designee has reviewed the proposed event with regard to: The rules in this chapter; the direct and indirect costs to the institutions; environmental, health and safety concerns; wear and tear on the facilities; appropriateness of the event to the specific facility; and the impact of the event on the institutions, surrounding neighborhoods and the general public.

(5) The institutions will not make their joint facilities or services available to organizations that do not assure the institutions that they will comply with the terms of the Americans with Disabilities Act (ADA, 42 U.S.C. 12132, 12182) and the Rehabilitation Act of 1973 (RA, 29 U.S.C. 794). Uses must not impose restrictions nor alter facilities in a manner which would violate the ADA or RA.

(6) The institutions will not make their joint facilities or services available to organizations which do not assure the institution that they do not discriminate against any person because of race, color, religion, national origin, sex, sexual orientation, age, handicap, or status as a Vietnam era or disabled veteran, except where such organizations have been exempted from provisions of applicable state or federal laws or regulations.

(7) Individuals who violate the institutions' use of joint facilities regulations and approved users who violate the institutions' contract terms for use of joint facilities may be advised of the specific nature of the violation and individuals may be requested to leave the property or be refused future use of joint facilities. Failure to comply with a request to leave the property may subject such individuals to arrest and criminal prosecution under provisions of applicable state, county, and city laws.

[Statutory Authority: RCW 28B.50.140. 06-14-013, § 132Z-141-030, filed 6/23/06, effective 7/24/06.]

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**WAC 132Z-141-040 Use of joint facilities.** When allocating use of joint facilities, the highest priority shall be given to activities specifically related to the institutions' missions. No arrangements will be made that may interfere with or operate to the detriment of the institutions' own instruction, research, public assembly, and student activities. In particular, joint facilities are used primarily for:

(1) The regularly established instruction, research, public assembly, and student activities of the institutions and their departments.

(2) Cultural, educational, or recreational activities of the students, faculty, or staff of the college or university.

(3) Short courses, conferences, seminars, or similar events, when arranged under the sponsorship of the institutions or their departments.

(4) Public events of a cultural or professional nature brought to the campus at the request of institution departments or committees or institutionally sanctioned student organizations and presented with their active sponsorship and active participation.

(5) Activities or programs sponsored by other educational institutions, by state or federal agencies, by charitable agencies or civic or community organizations whose activities are of widespread public service and of a character appropriate to the institutions. However, joint facilities will not be made available for instructional or related purposes that compete with courses or programs offered by the institutions.

(6) Faculty, staff, registered or official student organizations of the institutions may use joint facilities to hold events for college or university faculty, staff and students provided such uses comply with these rules on use of joint facilities. These events do not, however, require either preliminary approval by an academic or administrative unit or final approval by the joint committee on facility use.

(7) Faculty, staff, registered or official student organizations of the institutions may use joint facilities to hold events to which the general public is invited when the event has preliminary approval by an academic or administrative unit of one of the institutions and final approval of the appropriate designee. The appearance of an invited speaker on campus does not represent an endorsement by the institutions of the speaker's views.

(8) Noninstitution organizations and individuals may use joint facilities to hold events which have received preliminary approval by an academic or administrative unit of one of the institutions and final approval of the appropriate designee. The general public may be invited to such events.

(9) Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of space assigned, time of use, and proper maintenance of the facilities. Subject to the same limitations, joint facilities shall be made available for assignment to individuals or groups within the institutions. Arrangements by both organizations and individuals must be made through the appropriate facility designee. Allocation of space shall be made in accordance with these rules and on the basis of time, space, priority of request and the demonstrated needs of the applicant.

[Statutory Authority: RCW 28B.50.140. 06-14-013, § 132Z-141-040, filed 6/23/06, effective 7/24/06.]

**WAC 132Z-141-050 Limitations on use.** (1) Freedom of expression is a highly valued and indispensable quality of college and university life. However, joint facilities may not be used in ways that obstruct or disrupt the institutions' operations, the freedom of movement, or any other lawful activities. Additionally, use of joint facilities may be subject to reasonable time, place and manner restrictions.

(2) Joint facilities may be used for events and forums regarding ballot propositions and/or candidates who have filed for public office providing the event has received preliminary approval by an administrative or academic unit of one of the institutions and final approval by the appropriate facility designee. There are, however, certain limitations on the use of joint facilities for these political activities.

(a) First priority for the use of joint facilities shall be given to regularly scheduled college and university activities.

(b) Joint facilities may be used for political purposes such as events and forums regarding ballot propositions and/or candidates who have filed for public office only when the full rental cost of the facility is paid. Use of state funds for payment of facility rental costs is prohibited.

(c) Forums or debates may be scheduled at full facility rental rates if all parties to a ballot proposition election or all candidates who have filed for office for a given position, regardless of party affiliation, are given equal access to the use of facilities within a reasonable time.

(d) No person shall solicit contributions on joint property for political uses, except in instances where this limitation conflicts with applicable federal law regarding interference with the mails.

(e) Public areas outside joint facility buildings may be used for political purposes such as events and forums regarding ballot propositions and/or candidates who have filed for public office, excluding solicitation of funds, provided the other normal business of the institutions is not disrupted and entrances to and exits from buildings are not blocked.

(f) Joint facilities or services may not be used to establish or maintain offices or headquarters for political candidates or partisan political causes.

(3) Joint facilities may not be used for private or commercial purposes such as sales, advertising, or promotional activities unless such activities are consistent with the institution's mission, as determined by the appropriate designee.

(4) Nothing in these rules is intended to alter or affect the regular advertising, promotional, or underwriting activities carried on, by, or in the regular media or publications of the institutions. Policies concerning advertising, promotional or underwriting activities included in these media or publications are under the jurisdiction of and must be approved by their respective management or, where applicable, advisory committees, in accordance with applicable state and federal laws.

(5) In accordance with WAC 132Z-141-010 the institutions will make their joint facilities available only for purposes related to their educational missions, including but not limited to instruction, research, public assembly, community programs, and student activities. When permission is granted to use joint facilities for approved instructional or related purposes, as a condition of approval, the user of joint facilities agrees to include in all materials nonendorsement statements in the form approved by the appropriate designee. "Materials"

includes all communications, advertisement, and any other printed, electronic, or broadcast/telecast information related to the user's activities offered in joint facilities. The designee will determine the content, size of print and placement of the nonendorsement language. The institutions will not make their joint facilities available for instructional or related purposes that compete with courses or programs offered by the college or university.

(6) Solicitation, or distribution of handbills, pamphlets and similar materials by anyone, whether a member of the college and university community or of the general public, is not permitted in those areas of campus to which access by the public is restricted or where such solicitation or distribution would significantly impinge upon the primary business being conducted.

(7) Electronic amplification on the grounds of the campus shall not be permitted unless approved by the joint committee on facility use.

(8) No person may use joint facilities to camp. "Camp" means to remain overnight, to erect a tent or other shelter, or to use sleeping equipment, a vehicle, or a trailer camper, for the purpose of or in such ways as will permit remaining overnight. Violators are subject to arrest and criminal prosecution under applicable state, county and city laws. This provision does not prohibit use of joint facilities where a college or university employee remains overnight to fulfill the responsibilities of his or her position.

(9) The institutions are committed to maintaining a safe and healthful work and educational environment for all faculty, staff, students, and visitors. In accordance with the Washington Clean Indoor Air Act (chapter 70.160 RCW), the Cascadia Community College facility use (chapter 132Z-140 WAC) and Use of University of Washington facilities (chapter 478-136 WAC), the following smoking policy is intended to protect nonsmokers from exposure to smoke in their campus-associated environments and to protect life and property against fire hazards:

(a) Smoking is prohibited inside all college or university vehicles, inside buildings and parking structures owned or occupied by the college or university and/or used by college or university faculty, staff or students and at any outside areas or locations that may directly or indirectly affect the air supply of buildings or carry smoke into buildings.

(b) The institutions may designate specific outdoor locations as smoking areas. Signage will be placed to indicate the designated locations.

(c) Any student, staff, or faculty member who violates the smoking policy may be subject to disciplinary action. In addition, violations of the smoking policy may be subject to appropriate enforcement.

(10) Alcoholic beverages may be possessed, sold, served, and consumed at joint facilities only if the procedures set forth in this section are followed.

(a) The appropriate permits/licenses for possession, sale, service, and consumption of alcohol must be obtained from the Washington state liquor control board.

(b) Permits/licenses must be displayed during the event and all other guidelines and restrictions established by the Washington state liquor control board must be followed.

(c) Alcoholic beverages may be possessed, sold, served, and consumed at joint facilities leased to a commercial tenant



under a lease that includes authorization for the tenant to apply and hold a license issued by the Washington state liquor control board.

(d) Except as provided in (c) of this subsection, alcoholic beverages may be possessed, sold, served, and consumed at joint facilities only under permits/licenses issued by the Washington state liquor control board and only as follows:

(i) Events at which alcohol is to be sold must be approved by the joint committee on facility use and an application to the committee must be accompanied by a request for written authorization under (e) or (f) of this subsection or proof that the seller holds an appropriate license; and

(ii) A college or university unit or an individual or organization applying for a permit/license must have obtained approval under (e) or (f) of this subsection; and

(iii) Sale, service, and consumption of alcohol is to be confined to specified room(s) or area(s) specified on the license or permit. Unopened containers may not be sold or served. No alcohol is permitted to be taken off-premises.

(e) Written authorization to apply for a special occasion license to sell alcoholic beverages at joint facilities must be obtained from the joint committee on facility use prior to applying for a special occasion license from the Washington state liquor control board. Authorization should be requested through the facilities use coordinator for the joint committee on facility use sufficiently in advance of the program to allow timely consideration. (Note: Some license applications must be filed with the Washington state liquor control board at least thirty days or more before the event.) Written authorization to apply for such license shall accompany the license application filed with the Washington state liquor control board.

(f) Written authorization to apply for a banquet permit to serve and consume alcoholic beverages at joint facilities must be obtained from the college president or university chancellor prior to applying for the permit from the Washington state liquor control board. Authorization should be requested sufficiently in advance of the program to allow timely consideration. Written authorization to apply for such permit shall accompany the permit application filed with the Washington state liquor control board.

(g) Consumption, possession, dispensation, or sale of alcohol is prohibited except for persons of legal age.

[Statutory Authority: RCW 28B.50.140. 06-14-013, § 132Z-141-050, filed 6/23/06, effective 7/24/06.]

**WAC 132Z-141-060 Safety and liability.** (1) It is the responsibility of any person or organization requesting the use of joint facilities to comply with all applicable policies, procedures, rules and regulations of the institutions, and applicable local, state and federal laws, including but not limited to fire, health and safety regulations.

(2) Permission to an organization not affiliated with one of the institutions or to a registered or official student organization of the college or university for the use of joint facilities is granted with the express understanding and condition that such organization assumes full responsibility for any loss, damage or claims arising out of such use.

When the event involves physical activity, or otherwise will increase the risk of bodily injury above the level inherent in the facilities to be used, proof of appropriate liability insurance coverage with limits of at least one million dollars per occurrence must be provided to the state office of risk management before approval for the requested use will be granted.

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ance coverage with limits of at least one million dollars per occurrence must be provided to the state office of risk management before approval for the requested use will be granted.

[Statutory Authority: RCW 28B.50.140. 06-14-013, § 132Z-141-060, filed 6/23/06, effective 7/24/06.]

## Chapter 132Z-276 WAC ACCESS TO PUBLIC RECORDS

### WAC

132Z-276-010	Purpose.
132Z-276-020	Definitions.
132Z-276-030	Description of central and field organization of Cascadia Community College District No. 30.
132Z-276-040	Operations and procedures.
132Z-276-050	Public records available.
132Z-276-060	Public records officer.
132Z-276-070	Office hours.
132Z-276-080	Requests for public records.
132Z-276-090	Copying.
132Z-276-100	Determination regarding exempt records.
132Z-276-110	Review of denials of public records requests.
132Z-276-120	Protection of public records.
132Z-276-130	Records index.
132Z-276-140	Adoption of form.

**WAC 132Z-276-010 Purpose.** The purpose of this chapter is to ensure that Cascadia Community College complies with the provisions of chapter 42.17 RCW and in particular with those sections of that chapter dealing with public records.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-010, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-020 Definitions.** (1) "Public record" includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics.

(2) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including letters, words, pictures, sounds or symbols, combination thereof and all papers, maps, magnetic or paper tapes, photographic films and prints, magnetic or punched cards, disks, drums and other documents.

(3) "Cascadia Community College" is an agency organized by statute pursuant to RCW 28B.50.040. Cascadia Community College shall hereafter be referred to as the "district." Where appropriate, the term "district" also refers to the staff and employees of the district.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-020, filed 7/2/96, effective 8/2/96.]

### WAC 132Z-276-030 Description of central and field organization of Cascadia Community College District No. 30.

(1) Cascadia Community College is a state agency established and organized under the authority of chapter 28B.50 RCW for the purpose of implementing the educational goals established by the legislature in RCW 28B.50.020. The administrative office of the district is located on the college campus within the county of King, Washington. The college

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campus likewise comprises the central headquarters for all operations of the district.

(2) The district is operated under the supervision and control of a board of trustees. The board of trustees consists of five members appointed by the governor. The board of trustees normally meets at least once each month, as provided in WAC 132Z-104-010. The board of trustees employs a president, an administrative staff, instructors, and other employees. The board of trustees takes such actions and promulgates such rules, and policies in harmony with the rules established by the state board for community and technical colleges, as are necessary to the administration and operation of the district.

(3) The president of the district is responsible to the board of trustees for the operation and administration of the district.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903, 05-06-003, § 132Z-276-030, filed 2/17/05, effective 3/20/05. Statutory Authority: Chapter 28B.50 RCW, 96-14-098, § 132Z-276-030, filed 7/2/96, effective 8/2/96.]

#### **WAC 132Z-276-040 Operations and procedures.**

Formal decision-making procedures are established by the board of trustees through rules promulgated in accordance with the requirements of chapter 34.05 RCW, the Administrative Procedure Act.

[Statutory Authority: Chapter 28B.50 RCW, 96-14-098, § 132Z-276-040, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-050 Public records available.** All public records of the district, as defined in this chapter, are deemed to be available for public inspection and copying pursuant to these rules, except as otherwise provided by RCW 42.17.310 or other statutes.

[Statutory Authority: Chapter 28B.50 RCW, 96-14-098, § 132Z-276-050, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-060 Public records officer.** The district's public records shall be in the charge of the public records officer designated by the chief administrative officer of the district. The person so designated shall be located in the district administrative office. The public records officer shall be responsible for the following: Implementation of the district's rules regarding release of public records, coordinating district employees in this regard, and generally ensuring compliance by district employees with the public records disclosure requirements in chapter 42.17 RCW.

[Statutory Authority: Chapter 28B.50 RCW, 96-14-098, § 132Z-276-060, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-070 Office hours.** Public records shall be available for inspection and copying during the customary office hours of the district. For purposes of this chapter, the customary office hours shall be from 9:00 a.m. to noon and from 1:00 p.m. to 4:00 p.m., Monday through Friday, excluding legal holidays and holidays established by the college calendar.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903, 05-06-003, § 132Z-276-070, filed 2/17/05, effective 3/20/05. Statutory Authority: Chapter 28B.50 RCW, 96-14-098, § 132Z-276-070, filed 7/2/96, effective 8/2/96.]

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**WAC 132Z-276-080 Requests for public records.** In accordance with the requirements of RCW 42.17.290 that agencies prevent unreasonable invasions of privacy, protect public records from damage or disorganization, and prevent excessive interference with essential functions of the agency, public records are only obtainable by members of the public when those members of the public comply with the following procedures:

(1) A request shall be made in writing upon a form prescribed by the district which shall be available at the district administrative office. The form shall be presented to the public records officer or, if the public records officer is not available, to any member of the district's staff at the district administrative office during customary office hours. The request shall include the following information:

- (a) The name of the person requesting the record;
- (b) The time of day and calendar date on which the request was made;
- (c) The nature of the request;
- (d) If the matter requested is referenced within the current index maintained by the public records officer, a reference to the requested record as it is described in such current index;
- (e) If the requested matter is not identifiable by reference to the current index, an appropriate description of the record requested.

(2) In all cases in which a member of the public is making a request, it shall be the obligation of the public records officer, or person to whom the request is made, to assist the member of the public in succinctly identifying the public record requested.

[Statutory Authority: Chapter 28B.50 RCW, 96-14-098, § 132Z-276-080, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-090 Copying.** No fee shall be charged for the inspection of public records. The district may impose a reasonable charge for providing copies of public records and for the use by any person of agency equipment to copy public records and such charges shall not exceed the amount necessary to reimburse the district for its actual costs incident to such copying. No person shall be released a record so copied until and unless the person requesting the copied public record has tendered payment for such copying to the appropriate district official. All charges must be paid by money order, cashier's check, or cash in advance.

[Statutory Authority: Chapter 28B.50 RCW, 96-14-098, § 132Z-276-090, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-100 Determination regarding exempt records.** (1) The district reserves the right to determine that a public record requested in accordance with the procedures outlined in WAC 132Z-276-080 is exempt pursuant to the provisions set forth in RCW 42.17.310 or other statute. Such determination may be made in consultation with the public records officer, president of the college district, or an assistant attorney general assigned to the district.

(2) Pursuant to RCW 42.17.260, the district reserves the right to delete identifying details when it makes available or publishes any public record when there is reason to believe that disclosure of such details would be an unreasonable invasion of personal privacy or impair a vital governmental

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interest: Provided, however, In each case, the justification for the deletion shall be explained fully in writing.

(3) Response to requests for a public record must be made promptly. For the purposes of this section, a prompt response occurs if the college, within five business days, either:

(a) Provides the record;

(b) Acknowledges receipt of the request and provides a reasonable estimate of the time the college will require to respond to the request; or

(c) Denies the request.

(4) All denials of request for public records must be accompanied by a written statement, signed by the public records officer or designee, specifying the reason for the denial, a statement of the specific exemption authorizing the withholding of the record and a brief explanation of how the exemption applies to the public record withheld.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-100, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-110 Review of denials of public records requests.** (1) Any person who objects to the denial of a request for a public record may petition for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement which constituted or accompanied the denial.

(2) The written request by a person demanding prompt review of a decision denying a public record shall be submitted to the president or designee.

(3) Within two business days after receiving the written request by a person petitioning for a prompt review of a decision denying a public record, the president or designee, shall complete such review.

(4) During the course of the review the president or designee shall consider the obligations of the district to comply with the intent of chapter 42.17 RCW insofar as it requires providing full public access to official records, but shall also consider the exemptions provided in RCW 42.17.310 or other pertinent statutes, and the provisions of the statute which require the district to protect public records from damage or disorganization, prevent excessive interference with essential functions of the agency, and prevent any unreasonable invasion of personal privacy by deleting identifying details.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-110, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-120 Protection of public records.** Requests for public records shall be made at the administrative office of the district at Cascadia Community College, 18345 Campus Way N.E., Bothell, WA 98011. Public records and a facility for their inspection will be provided by the public records officer. Such records shall not be removed from the place designated. Copies of such records may be arranged according to the provisions of WAC 132Z-276-090.

[Statutory Authority: Executive Order 97-02, RCW 28B.10.902 and 28B.20.903. 05-06-003, § 132Z-276-120, filed 2/17/05, effective 3/20/05. Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-120, filed 7/2/96, effective 8/2/96.]

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**WAC 132Z-276-130 Records index.** (1) The district has available for the use of all persons a current index which provides identifying information as to the following records issued, adopted, or promulgated by the district after January 10, 1994:

(a) Final opinions, including concurring and dissenting opinions, as well as orders, made in the adjudication of cases;

(b) Those statements of policy and interpretations of policy, statute and the constitution which have been adopted by the agency;

(c) Administrative staff manuals and instructions to staff that affect a member of the public;

(d) Planning policies and goals, and interim and final planning decisions;

(e) Factual staff reports and studies, factual consultant's reports and studies, scientific reports and studies, and any other factual information derived from tests, studies, reports or surveys, whether conducted by public employees or others; and

(f) Correspondence, and materials referred to therein, by and with the agency relating to any regulatory, supervisory or enforcement responsibilities of the agency, whereby the agency determines, or opines upon, or is asked to determine or opine upon, the rights of the state, the public, a subdivision of state government, or of any private party.

(2) The current index maintained by the district shall be available to all persons under the same rules and on the same conditions as are applied to public records available for inspection.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-130, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-276-140 Adoption of form.** The district hereby adopts for use by all persons requesting inspection and/or copying or copies of its records the following form:

REQUEST FOR PUBLIC RECORD TO  
Cascadia Community College

(a)	.....	.....
	Name (please print)	Signature
	.....	
	Name of Organization, if applicable	
	.....	
	Mailing Address of Applicant	Phone Number
(b)	.....	.....
	Date Request Made	Time of Day
		Request Made
(c)	Nature of Request	.....
	.....	.....
(d)	Identification Reference on Current Index (Please describe)	.....
	.....	.....
(e)	Description of Record, or Matter, Requested if not Identifiable by Reference to the	.....
	.....	.....
	Request: APPROVED.....	DENIED..... Date.....
	By	
	Name	Title
	Reasons for Denial:	.....
	.....	.....
	Referred to	Date.....

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REQUEST FOR PUBLIC RECORD TO  
Cascadia Community College

By .....  
Name Title

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-276-140, filed 7/2/96, effective 8/2/96.]

**Chapter 132Z-300 WAC**  
**GRIEVANCE RULES—TITLE IX**

**WAC**

132Z-300-010	Preamble.
132Z-300-020	Informal procedure.
132Z-300-030	Formal procedure.
132Z-300-040	Other remedies.

**WAC 132Z-300-010 Preamble.** Cascadia Community College is covered by Title IX of the Civil Rights Act of 1964 prohibiting sex discrimination in education. Applicants for admission, enrolled students, applicants for employment, or employees of Cascadia Community College who believe they have been discriminated against on the basis of sex may lodge an institutional grievance by following the procedures contained in this chapter.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-300-010, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-300-020 Informal procedure.** All employees and students should feel free to discuss perceived discrimination with the individual immediately in charge, such as the first-line supervisor or instructor, to see if the situation can be resolved informally. Employees and students may also consult directly with the district's affirmative action officer or designee without making a formal written complaint. Employees and students are not required to use the informal process and may go directly to the formal procedure.

Any district official receiving a discrimination complaint shall contact the affirmative action officer or designee as soon as reasonably convenient. The district official shall arrange for the complainant to receive a copy of the complaint procedure.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-300-020, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-300-030 Formal procedure.** Step one: Employees and students must make a written complaint concerning discriminatory behavior to the affirmative action officer or designee.

(1) Complaints may be held in confidence only to the extent allowed under Washington's public disclosure law, chapter 42.17 RCW. Formal action against the person accused may not be taken on behalf of the complainant unless the complainant consents to be identified to the one accused in connection with the investigation.

(2) The complainant may bring a person of his or her choice to the initial or subsequent complaint meetings.

(3) The affirmative action officer or designee shall give a copy of these regulations and any applicable board policy to the person making the formal complaint and to the accused.

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(4) The result of that consultation and any investigation made may be communicated to the complainant before any further action is taken.

(5) An informal hearing may be substituted for investigation if the complainant and the accused agree. The affirmative action officer or designee will be responsible for investigating the complaint and discussing the complaint with the accused. The affirmative action officer will make a written recommendation to the president within a reasonable time following the close of the investigation or hearing.

(6) Appropriate corrective measures will be decided by the president of the district upon consultation with the affirmative action officer and the appropriate administrators or supervisors involved. If an accused employee or student disagrees with the determination or appropriateness of the corrective measures, that individual may contest those measures through the appropriate staff grievance procedures, if they are covered by an agreement, or the student disciplinary code.

(7) Information will be entered in the personnel or student file only to the extent that a formal reprimand or other disciplinary action has been taken. If no disciplinary action is taken, the affirmative action officer will keep a record of the investigation accessible to the president, the complainant and the accused for a period of three years and then that record will be destroyed. If a formal complaint is filed with an outside state or federal agency, files will be maintained until the complaint is resolved. When such files are used, written notice will be placed in the file indicating the person using the file and the date used.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-300-030, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-300-040 Other remedies.** These procedures outlined in WAC 132Z-300-010 through 132Z-300-030, are internal district procedures and, as such, serve to resolve complaints within the district's administrative framework. These procedures do not replace an individual's right to timely file a complaint with an external agency such as the Office of Civil Rights, Equal Employment Opportunity Commission, or the Washington state human rights commission.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-300-040, filed 7/2/96, effective 8/2/96.]

**Chapter 132Z-310 WAC**  
**GRIEVANCE PROCEDURES—DISABILITY**

**WAC**

132Z-310-010	Preamble.
132Z-310-020	Informal procedure.
132Z-310-030	Formal procedure.
132Z-310-040	Other remedies.

**WAC 132Z-310-010 Preamble.** Cascadia Community College is covered by section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prohibiting discrimination on the basis of handicap/disability in education. Applicants for admission, enrolled students, applicants for employment, or employees of Cascadia Community College who believe they have been discriminated against on the basis of handicap/disability may lodge an institutional grievance by following the procedures contained in this chapter.

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[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-310-010, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-310-020 Informal procedure.** All employees and students should feel free to discuss perceived discrimination with the individual immediately in charge, such as the first-line supervisor or instructor, to see if the situation can be resolved informally. Employees and students may also consult directly with the district's affirmative action officer or designee without making a formal written complaint. Employees and students are not required to use the informal process and may go directly to the formal procedure.

Any district official receiving a discrimination complaint shall contact the affirmative action officer or designee as soon as reasonably convenient. The district official shall arrange for the complainant to receive a copy of the grievance procedure.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-310-020, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-310-030 Formal procedure.** Step one: Employees and students must make a written complaint concerning discriminatory behavior to the affirmative action officer or designee.

(1) Complaints may be held in confidence only to the extent allowed by Washington's public disclosure law, chapter 42.17 RCW. Formal action against the person accused may not be taken on behalf of the complainant unless the complainant consents to be identified to the one accused in connection with the investigation.

(2) Complainants may bring persons of their choice to the initial or subsequent complaint meetings.

(3) The affirmative action officer or designee shall give a copy of these regulations and any applicable board policy to the person making the formal complaint and to the accused.

(4) The result of that consultation and any investigation made may be communicated to the complainant before any further action is taken.

(5) An informal hearing may be substituted for investigation if the complainant and the accused agree. The affirmative action officer or designee will be responsible for investigating the complaint and discussing the complaint with the accused. The affirmative action officer will make a written recommendation to the president within a reasonable time following the close of the investigation or hearing.

(6) Appropriate corrective measures will be decided by the president of the district upon consultation with the affirmative action officer and the appropriate administrators or supervisors involved. If an accused employee or student disagrees with the determination or appropriateness of the corrective measures, that individual may contest those measures through the appropriate staff grievance procedures, if they are covered by an agreement, or the student disciplinary code.

(7) Information will be entered in the personnel or student file only to the extent that a formal reprimand or other disciplinary action has been taken. If no disciplinary action is taken, the affirmative action officer will keep a record of the investigation accessible to the president, the complainant and the accused for a period of three years and then that record will be destroyed. If a formal complaint is filed with an out-

side state or federal agency, files will be maintained until the complaint is resolved. When such files are used, written notice will be placed in the file indicating the person using the file and the date used.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-310-030, filed 7/2/96, effective 8/2/96.]

**WAC 132Z-310-040 Other remedies.** These procedures, outlined in WAC 132Z-310-010 through 132Z-310-030, are internal district procedures and, as such, serve to resolve complaints within the district's administrative framework. These procedures do not replace an individual's right to timely file a complaint with an external agency such as the Office of Civil Rights, Equal Employment Opportunity Commission, or the Washington state human rights commission.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-310-040, filed 7/2/96, effective 8/2/96.]

## Chapter 132Z-325 WAC

### STATE ENVIRONMENTAL POLICY ACT RULES

#### WAC

132Z-325-010 Implementation of State Environmental Policy Act.

**WAC 132Z-325-010 Implementation of State Environmental Policy Act.** (1) It shall be the policy of Cascadia Community College that all actions taken by the district shall comply with the provisions of chapter 43.21C RCW (the State Environmental Policy Act), chapters 197-11 and 132-24 WAC.

(2) The president of the district or designee shall be responsible for administering and implementing this policy.

[Statutory Authority: Chapter 28B.50 RCW. 96-14-098, § 132Z-325-010, filed 7/2/96, effective 8/2/96.]